

# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

6

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 04/28/2017		2. CONTRACT NO. (If any) EP-W-17-005		6. SHIP TO:	
3. ORDER NO. 0004		4. REQUISITION/REFERENCE NO. PR-OCSPP-16-00297		a. NAME OF CONSIGNEE Majd El-Zoobi	
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS 1200 Pennsylvania Ave. William Jefferson Clinton Building el-zoobi.majd@epa.gov	
				c. CITY Washington	e. ZIP CODE 20460
7. TO: Dickran Babigian				f. SHIP VIA	
a. NAME OF CONTRACTOR EASTERN RESEARCH GROUP, INC.				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 110 HARTWELL AVE STE 1				REFERENCE YOUR:  Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY LEXINGTON		e. STATE MA	f. ZIP CODE 02421	Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OCSPP/OPPT/RAD	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))					
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					
12. F.O.B. POINT Destination					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) Multiple	
a. INSPECTION Destination	b. ACCEPTANCE Destination				
16. DISCOUNT TERMS					

## 17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)		
	DUNS Number: 112947395 Task Order 4: Existing Chemicals Engineering Engineering and Industrial Hygiene Support for EPA' s Existing Chemicals Programs Exposure Assessments for Toxic Substances (EATS) for The U.S. (EPA) Continued ...							
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)		
21. MAIL INVOICE TO:								
a. NAME RTP Finance Center								
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts								
c. CITY Durham						d. STATE NC	e. ZIP CODE 27711	17(i) GRAND TOTAL

\$250,860.00

\$521,354.00

22. UNITED STATES OF

AMERICA BY (Signature)

04/28/2017

*Jessica V. Wilson*

ELECTRONIC SIGNATURE

23. NAME (Typed)

Jessica Wilson

TITLE: CONTRACTING/ORDERING OFFICER

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO  
2

**IMPORTANT:** Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 04/28/2017	CONTRACT NO. EP-W-17-005	ORDER NO. 0004
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>-----</p> <p>COR: Majd El-Zoobi e-mail: el-zoobi.majd@epa.gov</p> <p>Task Order Type: Time &amp; Material (T&amp;M)</p> <p>Period Of Performance (POP): Base Year: 4/28/17 through 4/27/18 Option Year One: 4/28/18 through 4/27/19</p> <p>TOCOR: Majd El-Zoobi Max Expire Date: 04/27/2019 Admin Office: HPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460</p> <p>Accounting Info: 16-17-B-69A-401CD6-2505-TPCAECZ-1669A16XX3-0 01 BFY: 16 EFY: 17 Fund: B Budget Org: 69A Program (PRC): 401CD6 Budget (BOC): 2505 Cost: TPCAECZ DCN - Line ID: 1669A16XX3-001 Period of Performance: 04/28/2017 to 05/27/2019</p> <p>Base Year: 4/28/17 through 4/27/18 T&amp;M LOE hours 2,572 hrs. Not To Exceed(NTE) \$250,860.00 Incremental Funding in the amount of \$250,860.00 is added to fully fund the Base Period.</p> <p>Delivery: 04/27/2018 Delivery Location Code: HPOD HPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 USA Continued ...</p>				250,860.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$250,860.00

ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION

PAGE NO  
3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER  
04/28/2017

CONTRACT NO.  
EP-W-17-005

ORDER NO.  
0004

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0002	Amount: \$250,860.00  Option Year One: 4/28/18 through 4/27/19 T&M LOE hours 2,721 hrs.(NTE) \$270,494.00 (Option Line Item) 04/27/2018  Delivery: 04/27/2019 Delivery Location Code: OIG SACO OIG SACO US Environmental Protection Agency William Jefferson Clinton West Building 1301 Constitution Ave., NW Rm. 2110; Mail Code 2450T Washington DC 20004 USA Amount: \$270,494.00  The obligated amount of award: \$250,860.00. The total for this award is shown in box 17(i).				0.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

## **RISK ASSESSMENT DIVISION (RAD)**

### **REQUEST FOR TASK ORDER PROPOSAL**

**TASK ORDER: 0004**

#### **PROJECT TITLE:**

**Engineering and Industrial Hygiene Support for EPA's Existing Chemicals Programs**

#### **C. STATEMENT OF WORK (SOW)**

##### **C1. Background and Purpose**

###### Background

The Office of Pollution Prevention and Toxics (OPPT) of the Environmental Protection Agency (EPA) is responsible for work under a number of statutes including, principally, the Toxic Substances Control Act (TSCA), the Chemical Safety in the 21<sup>st</sup> Century Act, and Pollution Prevention Act of 1990 (PPA). The mission of the office is to assure that industrial chemicals are designed, manufactured, processed and used in ways that maximize their benefits to society and minimize their impacts on human health and the environment; encourage the replacement of older, more hazardous chemicals and technologies with new, safer alternatives; and work to harness the use of pollution prevention technologies, whenever feasible.

OPPT's Risk Assessment Division (RAD) is responsible for health and environmental hazard and risk evaluations of chemicals regulated under the Frank R. Lautenberg Chemical Safety for the 21st Century Act. The Frank L. Lautenberg Chemicals Safety for the 21st Century Act amends the Toxic Substance Control Act (TSCA). Chemical engineers within the Risk Assessment Division (RAD) develop the guidance for and occupational exposure and environmental releases characterizations and assessments to support OPPT's risk assessments. Occupational exposures and releases may be assessed for a variety of scenarios, including but not limited to manufacturing; processing; commercial, industrial and professional uses.

Among other things, the new TSCA requires EPA to conduct risk evaluations to determine whether a chemical substance presents an unreasonable risk of injury to health or the environment, without consideration of costs or other non-risk factors, including an unreasonable risk to a potentially exposed or susceptible subpopulation identified as relevant to the risk evaluation under the conditions of use. Furthermore, the new TSCA legislation requires that EPA adhere to specific provisions regarding Scientific Standards, Weight of Evidence and Availability of Information as articulated in Sections 26 (h), (i) and (j), respectively (<https://www.epa.gov/assessing-and-managing-chemicals-under-tsca/frank-r-lautenberg-chemical-safety-21st-century-act>). This SOW is supporting implementation of the Frank R. Lautenberg Chemical Safety for the 21st Century Act, specifically for existing chemicals, The Contractor shall be familiar with the amended law to ensure that technical products abide to

the scientific standards that EPA must meet when preparing technical products supporting OPPT's risk evaluations.

Under the amended TSCA, EPA is required to systematically prioritize and assess existing chemical substances and manage identified risks. Within six months from the date of the announcement that a chemical substance is subject to risk evaluation, EPA will issue a scoping document that will include information about the chemical substance, the hazards, exposures, conditions of use, and the potentially exposed or susceptible subpopulations the Agency expects to consider in the risk evaluation. TSCA generally requires that these chemical risk evaluations be completed within three years of initiation, allowing for a single 6-month extension.

The Contractor is expected to support the development of scoping documents, draft and final risk evaluations. Use dossiers will be developed to support the scoping and risk evaluation document, but the Contractor is not expected to work on this product. The use dossiers will include use information from literature sources and information obtained from outreach meetings with stakeholders. These will be compiled by another contractor with input from economists in the OPPT's Chemistry, Economics, and Sustainable Strategies Division and regulatory specialists in the Chemical Control Division and National Program Chemical Divisions.

Below is a short description of the contents of the scoping documents, draft and final risk evaluations, including, expected work for exposure.

1. Problem Formulation/Scoping<sup>1</sup>: During this stage, OPPT determines the exposure pathways, receptors and health endpoints that will be the focus of the risk evaluation for a particular substance or cluster under specific TSCA uses. Conceptual models, key assessment questions and the analysis plan document the conclusions of the problem formulation. Conceptual models are developed to capture the exposure pathways, receptor populations and effects that will be included in the human health and ecological risk evaluation. The key assessment questions are developed to drive the scope and analysis plan of the human health and ecological risk evaluation. Note, that not all data sources need to be reviewed in detail for purposes of the scoping documents. Scoping documents are required within 6 months of announcement of high-priority chemicals.
2. Draft Risk Evaluation and public comment: This step involves developing a risk evaluation document containing the technical contributions of multiple disciplines. The description here is specific to exposure assessment. All monitoring studies should be reviewed, relevant information extracted, and media-specific information incorporated into reporting tables. All modeling scenarios should be defined, estimated or measured model inputs defined, model choice documented, and model outputs (deterministic or

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<sup>1</sup> The amended TSCA uses the term "scoping document" which is equivalent to problem formulation. Examples of problem formulation documents can be found at <https://www.epa.gov/assessing-and-managing-chemicals-under-tsca/assessments-tsca-work-plan-chemicals#formulation>

probabilistic) documented. The combination of monitored and/or modeled estimates of media-specific concentration and dose should be aggregated, as appropriate, for defined receptor groups including potentially exposed and susceptible subpopulations, to the extent data are available.

3. **Final Risk Evaluation:** Should additional information become available through public comment, literature review, required testing, or other sources, EPA will update its draft risk evaluation to refine existing exposure scenarios, develop new scenarios, or combine scenarios for purposes of aggregate exposures for receptor groups in different ways.

OPPT uses “fit-for-purpose” systematic reviews where the scope and purpose of the scientific analysis for collecting, evaluating and integrating the data supporting our decisions are defined during problem formulation. This framework is consistent with the general framework for conducting exposure assessments with excerpts from the 2013 Standing Operating Procedures (SOPs) included in the supplemental document, *Background Information for QAPP Development*. The fit-for-purpose systematic reviews generally follow an iterative process when new data become available. Iterations may also happen at any given step of the systematic review process. The Contractor shall use the procedures outlined in the supplemental document for data collection and data evaluation of exposure information. Also, the contractor shall follow, as applicable, EPA guidance documents cited in the supplemental document when providing technical support for exposure-related work under this SOW. Below is a brief description of the steps in the systematic review process being used in our scoping documents, draft assessments and final assessments. The overview below and Section C.3 will provide information on what steps the contractors will and will not be involved with.

1. **Data Collection:** OPPT intends to collect most of the data/information upfront to support the scoping/problem formulations and chemical risk evaluations. Data will be collected under a defined set of literature search criteria and data sources for the different disciplines supporting the risk evaluation (chemistry, fate, engineering, exposure, human health hazard toxicology, ecotoxicology). The HERO database<sup>2</sup> will be used as an overall repository for all identified data sources. HERO access will be provided to the Contractor. However, another contractor will take the lead for conducting the majority of the data collection activities.
2. **Data Evaluation:** In the *Data Evaluation* phase, the collected data/information are critically appraised to determine their quality and utility. It can be subdivided in further steps.
  - a. Screening of literature to identify data/information that are potentially suitable and useful in the scoping document and risk evaluation. Review includes title review and abstract review. Search strategies and review criteria (inclusion/exclusion) will need to be documented, including using of tagging tools within HERO. Another contractor will be performing these steps.

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<sup>2</sup> Health and Environmental Research Online (HERO), <https://hero.epa.gov/hero/>

- b. Extraction, tabulation and development of study summaries which will assist in the evaluation of the reliability and relevance of studies. The Contractor may be asked to help with this step.
  - c. Evaluation of the reliability and relevance of studies to determine whether the information is of appropriate quality to be used in the assessment. For purposes of developing conceptual model and analysis plan in the scoping documents, chemical-specific, use-specific (from use dossiers), and discipline-specific data sources (from *Data Collection* step) will be analyzed at a high-level to inform development of exposure scenarios that will be assessed for risk assessment. This may include full-text review for a subset of the identified data sources. The Contractor may be asked to help with this step.
3. *Data Integration*: This is the step where all of the relevant data are combined and analyzed. OPPT uses a weight of evidence (WOE) approach when evaluating and synthesizing multiple evidence streams to support chemical risk evaluations. The Contractor may be asked to help with this step.
4. *Summary of Findings and Identification of Data Gaps*: OPPT will take risk management actions when unreasonable risks are identified throughout the risk evaluation process. Thus, it is critical that the findings of the systematic review are summarized in plain language, and any uncertainties and areas for further research are identified. The Contractor may be asked to help with this step.

### Purpose

The primary purpose of this SOW is to provide technical support related to engineering and industrial hygiene pertinent to existing chemical substances. Relevant engineering and industrial hygiene topics include but are not limited to the following:

- descriptions of processes and technologies for manufacturing, processing and using specific chemicals or categories of chemicals that serve specific functions;
- occupational exposure assessments, including characterizations of the potential for occupational exposure, estimates of the number of workers potentially exposed and levels of inhalation and dermal exposure;
- environmental release assessments, including identification of sources of potential environmental release and estimates of the levels of release;
- potential pollution prevention and exposure reduction opportunities;
- effectiveness of personal protective equipment, engineering controls and waste treatment processes such as publically owned treatment plants (POTW);
- development and application of occupational exposure and release mathematical models;
- other topics may include the following:
  - risk assessment calculations
  - sampling and chemical analysis plans or protocols for the collection of environmental release data

- environmental monitoring studies
- sampling and analytical chemistry methods for the collection of workplace exposure monitoring data

Most of the work for this task order will be towards supporting the development of scoping documents and risk evaluations for 10 chemicals listed in Table 1. The scoping document is the first step of the risk evaluation process of these chemicals, as announced in the December 19, 2016 Federal Register (FR) notice<sup>3</sup>, and is due within six months from the date of the publication of the FR notice (i.e., June 19, 2017). The Contractor will initially support the development of the scoping documents and then move to work supporting the analysis phase of the risk evaluation. However, additional work beyond this list of 10 chemicals is anticipated, including technical support for risk management activities related to chemicals such as TCE, DCM and NMP.

The Contractor will develop various technical products to support these activities such as, but not limited to, exposure assessments, exposure characterizations, briefing presentations, white papers, response to comments, generation of exposure model inputs and outputs, model maintenance, development, or refinement, database development, Quality Assurance and/or Quality Control project plans and/or of work products, literature searches and EndNote libraries (optional), monitoring data identification and summarization, related tasks that will be clarified as indicated in the statement of work.

**Table 1: List of initial 10 Chemicals for Risk Evaluations Under TSCA**

<b>Chemical Name</b>	<b>Relative amount of work completed to date under TSCA Work Plan Chemical Program</b>
Trichloroethylene (TCE)	Final Risk Assessment complete for targeted uses. Additional uses, exposure pathways, and receptors need to be considered.
Methylene chloride (DCM)	Final Risk Assessment complete for targeted uses. Additional uses, exposure pathways, and receptors need to be considered.
N-Methylpyrrolidone (NMP)	Final Risk Assessment complete for targeted uses. Additional uses, exposure pathways, and receptors need to be considered.
1,4 Dioxane	Problem Formulation document complete and draft assessment is underway. Additional uses, exposure pathways, and receptors need to be considered.
Cyclic Aliphatic Bromide Cluster (HBCD)	Problem Formulation document complete and draft assessment is underway. Additional uses, exposure pathways, and receptors need to be considered.
1- Bromopropane (1-BP)	Draft Risk Assessment is complete for targeted uses. Additional uses, exposure pathways, and receptors need to be considered.

<sup>3</sup> Federal Register notice announcing the first 10 chemicals for risk evaluation:  
<https://www.regulations.gov/document?D=EPA-HQ-OPPT-2016-0718-0001>

Pigment Violet 29 (Anthra[2,1,9-def:6,5,10-d'e'f']diisoquinoline-1,3,8,10(2H,9H)-tetrone)	Problem Formulation document is underway. Additional uses, exposure pathways, and receptors need to be considered.
Carbon Tetrachloride	Prioritization only. All uses, exposure pathways, and receptors need to be considered in development of scoping document.
Tetrachloroethylene (also known as perchloroethylene)	Prioritization only. All uses, exposure pathways, and receptors need to be considered in development of scoping document.
Asbestos	Prioritization only. All uses, exposure pathways, and receptors need to be considered in development of scoping document.

## C.2 Scope of Work

The purpose of this procurement is to provide time and materials support for exposure assessment of existing chemicals for OPPT. This is not a firm fixed price statement of work.

The contractor shall supply the necessary resources required for the performance of this contract. The scientific quality of reviews, assessments, reports, model tools, statistical programs and software, and their timely preparation in accordance with negotiated schedules, are of paramount importance in the performance of this contract.

The contractor shall have the necessary technical and scientific expertise, knowledge and experience to successfully perform all of the tasks identified below. In addition, the contractor shall have a quality assurance/quality control program that maintains the quality of products, as well as an ongoing training program. This is intended to ensure that the contract staff produces quality products, and feedback from OPPT on needed improvements is communicated to the contractor's staff. The contractor shall maintain and make available upon request complete documentation of QA/QC practices and procedures.

Performance of work under this contract shall be initiated by competitive task orders issued by the Contracting Officer, and will encompass tasks in following areas discussed below in Section III (TASKS).

## C.3 Tasks

### TASK 1: Project Management

The Contractor shall provide a Project Manager. The Contractor Project Manager shall report on all aspects of the objectives and progress of this contract to the designated EPA Contracting

Officer (CO) and Contracting Officer Representative (COR)s via email, through monthly reports. The Contractor Project Manager also plans, conducts and supervises Task Order (TO) projects, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures. The Contractor Project Manager provides advice and counsel to other professionals. The Contractor Project Manager shall notify via email the relevant EPA COR/Alternate COR or TO COR of any significant difficulties in accomplishing the task listed in the TOs.

In cases where performance objectives and minimum Acceptable Quality Levels (AQLs) are not being met, the Contractor Project Manager will make every effort to immediately correct the problems to ensure customer satisfaction. If the problem persists, the Project Manager will submit a plan of corrective action to the TO COR and the Contract Level COR. The Contractor Project Manager shall ensure that the approved Quality Assurance (QA)/Quality Control (QC) process is followed to ensure the quality of its products.

The contractor shall schedule a kick-off call with the EPA to review overall goals of the project and details regarding implementation of the TO. Roles and responsibilities for completing the tasks below will be discussed. The kick-off call shall be scheduled within 3 working days of award at a mutually agreed upon time. During the kick-off call the contractor and EPA will schedule monthly technical calls.

## **TASK 2: Reporting Requirements**

The contractor shall write and submit monthly progress reports to the EPA Contracting Officer Representative (COR). Progress reports shall describe completed work during the invoice period and should link to charges described in invoice documentation.

Routine progress reports shall include a written monthly technical progress report that includes the following in the case of each project that the contractor is involved in during the month: (a) an overview of work accomplished since project inception to to-date (b) a description of work accomplished during the month, (c) a summary of QA/QC activities since project inception including a summary of corrective action taken (d) a brief summary of anticipated work during the following month, (e) a summary and details of the LOE and costs incurred **for each task** during the month and cumulatively , and (f) total remaining LOE and budget. This report shall also be issued to the Contract Level COR. Routine progress reports shall be delivered electronically; paper copies are not needed.

The Contractor shall notify the TOCOR and CO when 75, 90, and 100% of approved hours have been expended. No work on the conduct of environmental data operations can begin until EPA approval of the QAPP is obtained. Work not related to environmental data operations such as scoping how environmental data may be searched for or summarized once available including refinement of keywords, criteria, or report templates may begin prior to QAPP approval. See Appendix K for additional invoice reporting instructions.

Failure to submit monthly progress reports with the information required will result in the suspension of the invoice until such supporting documentation is provided. Any deviations from the project such as work schedules, impediments encountered, and budget require approval from the EPA COR. The EPA COR may also initiate verbal communications with the contractor on an as needed basis to determine project status.

Deliverable: Monthly Progress Reports shall be submitted to the EPA COR within three (3) calendar days of invoice submission to EPA. Minimal level of effort required for this deliverable.

### **TASK 3: QAPP Requirements**

*Quality Assurance: The Quality Management Plan, the QAPP for Tasks 4 through 7.* The contractor shall adhere to its Quality Management Plan that is tailored for this contract.

This Task Order involves the use of existing data. Accordingly, EPA policy requires that an approved Quality Assurance Project Plan (QAPP) be in place before any work begins that involves the collection, generation, evaluation, analysis or use of environmental data. The QAPP must be consistent with EPA Requirements for Quality Assurance Project Plans: EPA QA/R-5 (<https://www.epa.gov/sites/production/files/2015-06/documents/g5-final.pdf>).

\* Within 10 business days after Task Order Award, the contractor shall prepare and submit for EPA review a draft Quality Assurance Project Plan (QAPP) for Tasks 4 through 8.

\* EPA will review the contractor's draft QAPP, and provide the Contractor with written approval or written comments.

\* If needed, the Contractor shall submit a revised QAPP within 5 business days of receipt of the written comments on the draft QAPP, unless otherwise instructed by the EPA TOCOR.

\* Under no circumstances shall work that involves the generation, collection, evaluation, analysis, or use of environmental data be performed by the contractor until the contractor receives written notification from the EPA TOCOR that EPA has approved the contractor's QAPP.

All QA documentation, including the QAPP, prepared under this TO, shall be considered non-proprietary, and shall be made available to the public upon request.

### *Additional QA Documentation Required*

In addition to the requirements described above, all major deliverables (e.g., Technical Support Documents, Study Reports, Study Plans, etc.) produced by the Contractor under this Task Order must include a discussion of the QA/QC activities that were or will be performed to support the deliverable. The contractor shall immediately notify the EPA TOCOR of any QA problems

encountered that may impact the performance of this Task Order, with recommendations for corrective action.

The contractor also shall provide EPA with monthly reports of QA-related activities performed during implementation of this Task Order. These monthly QA reports shall identify QA activities performed to support implementation of this task order, problems encountered, deviations from the QAPP, and corrective actions taken. The contractor may include this as a part of the contract-required monthly financial/technical progress report. The contractor shall notify the EPA TOCOR at any time during the task order if changes to the QAPP are warranted (e.g., due to organizational changes, revised technical approaches).

If, during the Period of Performance of this Task Order, the EPA TOCOR determines revisions to the QAPP are necessary, the contractor shall submit a revised QAPP, including the revision summary, within 5 business days after receiving written technical direction to do so. EPA will review the draft revised QAPP and provide the contractor with written approval or comments. The contractor shall provide a revised QAPP, then a final QAPP that responds to EPA's written comments within 5 business days of receipt of EPA's comments on the draft QAPP.

\* Under no circumstances shall work be performed by the contractor according to the revised QAPP until the contractor receives written notification from the EPA TOCOR that EPA has approved the contractor's revised QAPP.

Since this task order involves the collection, evaluation, and use of environmental data by and for the Agency, the contractor shall implement a quality system that meets ANSI standard E4-2014 and prepare a quality assurance project plan (QAPP) following EPA guidelines. QAPP is due within 15 days of task order award.

#### **Task 4. Identification and Evaluation of Data Sources used for Scoping Documents**

The contractor shall document the approach taken to search for data sources used to support the development of scoping documents and risk evaluations for those chemicals listed in Table 1. The data sources will be used to develop a conceptual model and analysis plan, which document the conclusions of the scoping/problem formulation of each chemical listed in Table 1. Note that another contractor will be conducting the majority of literature searches. Fit for purpose supplemental literature searching may be initiated through technical direction to provide answers to specific questions.

EPA may identify additional candidate chemicals or categories during the course of the performance year of the task order, in addition to those listed in Table 1.

##### **Subtask 4.1. Data Collection**

In general, EPA anticipates that this task order will support focused data gathering activities. In that case, the contractor shall perform data gathering activities in accordance with EPA's fit-for-

purpose systematic review process. Specifically, the contractor shall use the procedures and requirements presented in the background information document (“Background Information for QAPP Development”) as guidance and shall adhere to the requirements of the QAPP and to any other relevant requirements issued by EPA. Before starting literature search, the Contractor shall develop a literature search and screening protocol, in collaboration with the EPA TO COR and EPA technical contacts, to describe the process(es) used to identify, and screen references. The literature search and screening protocol shall include search terms geared to gather information on susceptible populations since the amended TSCA requires to incorporate susceptible populations in their risk evaluations. When performing the literature searches, the contractor shall communicate with the EPA TO COR and technical contacts regularly to ensure that searches are refined and focused.

The contractor shall document the literature search strategy and findings in a document that will be provided to EPA as a deliverable. This document should include, as a minimum, the following:

- keywords used and databases searched
- number of references screened and selected, including criteria-based rationale for including and excluding records. Note review of title and abstract may be sufficient to screen some data sources, while full-text review may be needed for other data sources.
- PRISMA flow diagram that graphically illustrates the number of titles, abstracts, and full articles reviewed during the literature search process.

Contractor shall prepare a reference library in the version of EndNote that will be specified by EPA and submit the library to EPA as a deliverable. Contractor shall prepare all deliverables specified in Subtask 4.1 subject to EPA’s QA/QC requirements. The background information document includes guidance on EPA’s quality assurance and control requirements (QA/QC), including guidance on EPA’s fit-for-purpose systematic review process.

*Deliverable-* EndNote file is due within 3 weeks of receipt of technical direction from TO COR. Depending on the number of data sources identified and the number of concurrent searches this timeframe may extended no more than 2 weeks based on feedback from EPA TO COR.

#### **Subtask 4.2. First Tier Data Evaluation and Synthesis**

The contractor shall review and categorize the references (data sources) that are selected as a result of Subtask 4.1 and qualitatively, semi-qualitatively or quantitatively summarize the data and information that are contained in these references. The TO COR will issue chemical-specific technical direction to specify the level of data review and summarization that is sufficient (no more and no less) to enable development of conceptual model and analysis plan for the scoping documents (see Task 5).

The contractor shall evaluate the relevancy and quality of the data and information contained in the summaries prepared as a result of the technical direction mentioned above to ensure that all data utilized for the preparation of the Scoping Documents are of adequate quality. The contractor shall document the evaluation of data relevancy and quality of the summarized data and provide a report to EPA as deliverable; The *Background Document for Developing QAPP* contains guidance for accomplishing these requirements.

*Deliverable*- End note file and accompanying report (Microsoft Word or Excel) documenting criteria and screen to identify data sources used is due within 3 weeks of receipt of technical direction from TO COR. The report will be used to integrate into HERO this part of the systematic review. Depending on the number of data sources identified and the number of concurrent searches this timeframe may extended no more than 2 weeks based on feedback from EPA TO COR.

Individual interim products shall be delivered to the TO COR within 2 weeks of receipt of written technical direction from the TO COR, and final exposure assessments shall be delivered to the TO COR within 1 week after comments received on interim assessments from EPA.

#### **Task 5: Development Occupational Exposure and Environmental Release Characterizations for Scoping Documents**

The contractor shall develop occupational exposure and environmental release characterizations for the 10 chemicals identified in Table 1 (although additional chemicals may be added during the period of performance of this task order). The contractor shall analyze and integrate the data/information into a sound exposure and environmental release characterization, including qualitative, semi-quantitative, and/or quantitative analysis of the available data sources. Data and information will include monitoring data and modeling approaches, as pertinent. Exposure characterizations may include narratives or graphics that support development of conceptual models, description of analysis plan, or overall approaches to complete an exposure assessment.

Refer to Subtask 4.2 for EPA's QA/QC requirements that pertain to any data or information that is incorporated into the Occupational Exposure and Environmental Release Characterizations.

*Deliverable*- Individual interim products shall be delivered to the TO COR within 2 weeks of receipt of written technical direction from the TO COR, and final exposure characterizations shall be delivered to the TO COR within 1 week after comments received on interim assessments from EPA.

#### **Task 6: Development of Occupational Exposure and Environmental Release Assessments for Risk Evaluations**

##### **Subtask 6.1 Occupational Exposure and Environmental Release Assessment Support**

The contractor shall develop occupational exposure and / or environmental release assessments for chemicals or categories identified by EPA. The assessments incorporate and

interpret information on chemistry, and uses as produced by other disciplines. These assessments include update to literature search described in Task 4, monitoring data compilation and summarization, derivation of model inputs and outputs, uncertainty and sensitivity analysis. The contractor shall evaluate, integrate, and summarize the data sources identified through systematic review with QA/QC of all data delivered to EPA for incorporation into the risk evaluation.

*Deliverable-* Individual interim products shall be delivered to the TO COR within 2 months of receipt of written technical direction from the TO COR, and final exposure assessments shall be delivered to the TO COR within 1 month after comments received on interim assessments from EPA.

### **Subtask 6.2. Data Collection**

There may be circumstances that a limited literature search may be needed due to new literature published since the cut-off date for the literature search done as part of subtask 4.2, or information received from the public during the public comment period. In that case, the contractor shall consult with the EPA TO COR on the nature and extent of the data gathering activities supporting the risk assessment. Supplemental literature searches will be conducted according to the strategy specified in Subtask 4.1. The contractor shall update the report documenting the literature search strategy and findings and EndNote library to reflect new literature identified and considered for the exposure assessment.

*Deliverable-* Contractor deliverables for updated endnote library shall be delivered to the TO COR within 3 weeks of receipt of technical direction from EPA TO COR.

### **Subtask 6.3. Data Evaluation and Synthesis**

The Contractor will build on the data evaluation and synthesis conducted during subtask 4.2. Since EPA must be transparent on the data considered and used for the risk assessment, the Contractor shall extract information from identified literature in subtasks 4.2 and 6.2 using a template table provided by EPA. The Contractor may modify template table in consultation with the EPA TO COR. The Contractor will extract information into template table and provide it to EPA as deliverable. The Contractor shall perform a quality assurance check for the data tables prior to delivering them to EPA. Quality assurance checks shall include, but not limited to comparing table entries to information from the original publication and checking conversions as appropriate (e.g., ppm to mg/m<sup>3</sup>). The quality assurance check should be performed by a scientist that was not involved in the initial development of the table being reviewed. The contractor shall update the report documenting the screening process for evaluating relevancy and quality when new literature is considered for the risk assessment. The relevancy and data quality screening process will follow the criteria outlined in the background information document and provide report to EPA as deliverable.

*Deliverable-* Contractor deliverables for updated list of data sources identified for inclusion in assessment shall be delivered to the TO COR within 3 weeks of receipt of technical direction from EPA TO COR.

### **Task 7: Development of Other Technical Documents Related to the Scoping, Risk Evaluation, and Risk Management Activities**

As requested by the EPA TO COR through technical direction, the contractor shall prepare other technical documents related to the scoping, risk evaluation, and risk management activities. Examples include other documents related to scoping documents, risk evaluations, peer review and public comments, and to worker protection and release mitigation.

*Deliverable-* Within 2-3 weeks for draft, within 1 week for final

### **Task 8: Providing support to risk management related activities:**

When requested by the EPA TOCOR through Technical Direction, the contractor shall prepare meeting materials related to the findings of the research and analyses conducted in Tasks 5, 6, and 7 above and present these materials during public meetings (e.g., workshops).

When requested by the EPA's TO COR through technical direction, the contractor shall facilitate public meetings about occupational exposure to or releases of existing chemicals or support these meetings by taking notes and preparing reports.

*Deliverable-* Within 2-3 weeks for draft, within 1 week for final

## **C.4 Reporting Requirements and Deliverables**

As described in Task 2 and in the invoice instructions, the Contractor shall provide a monthly report CO, COR and TOCOR which identifies project staff and all activities and milestones associated with the Task Order assignments planned and in progress. The monthly report in progress tasks shall be included in the monthly reports which will be referenced when the Voucher Validation review is performed monthly at the end of each billing cycle.

As per the Task Order or request for a proposal, the Contractor shall provide the Agency with a proposal within the timeframe specified for this Task Order. The EPA CO, CORs, or panel members will review the proposal and provide the Contractor with an approval or disapproval, and revision (if necessary) in writing. The timelines involved, will proceed as stipulated in the request for a proposal or Contract

The Contractor shall prepare a Quality Assurance Project Plan for this Task Order. EPA Requirements for Quality Assurance Project Plans (QA/R-5).

For most deliverables, the EPA COR will assign a tentative due dates and instructions when work is routed to the Contractor. If within three business days, the Contractor expresses no concern regarding the due date; the date shall be deemed settled by tacit agreement.

SPECIFIC SCHEDULE OF DELIVERABLES:

Tasks	Deliverables	Schedule
Task 1	Project Management	None
Task 2	Monthly progress reports	Monthly reports
Task 3:	QAPP and monthly progress reports	QAPP: Within 10 business days after award of task order
Task 4:	<b>Supplemental Data Collection and Summarization for the Preparation of Scoping Documents</b>	<p>4.1 Final products shall be submitted within 3 weeks of receipt of technical direction from TOCOR. Depending on the number of data sources identified and the number of concurrent searches this timeframe may extended no more than 2 weeks based on feedback from EPA TOCOR.</p> <p>4.2. Final products shall be submitted within 3 weeks of receipt of technical direction from TOCOR. Depending on the number of data sources identified and the number of concurrent searches this timeframe may extended no more than 2 weeks based on feedback from EPA TOCOR.</p>
Task 5:	Occupational Exposure and Release Characterizations	Within 2 weeks for draft, within 1 week for final.
Task 6:	Occupational Exposure and Release Assessments	<p>6.1 Within 2 months for draft, within 1 month for final.</p> <p>6.2 Within 3 weeks of receipt of technical direction from EPA TOCOR.</p> <p>6.3 Within 3 weeks of receipt of technical direction from EPA TOCOR.</p>
Task 7 and 8:	Reports, Presentations, etc.	Within 2-3 weeks for draft, within 1 week for final.

### C.5 Acceptable Quality Level for Tasks

See Attachment: Quality Assurance Surveillance Plan

<b>Performance Criteria Analysis – TASKS</b>		
<b>Performance Indicator</b>	<b>Standard</b>	<b>Acceptable Quality Level (AQL)</b>
Timely submission of report	Reports submitted within time frame pre-negotiated with Task Order COR	95%
Free of substantive technical, guideline, or format errors	Reports submitted with zero substantive errors including but not limited to discrepancies, omissions, inaccuracies, and/or inappropriate data evaluation	95%

### **C.6 Method of surveillance**

Final deliverables prepared by the contractor undergo a secondary review process in OPPT. Each report has a designated EPA reviewer. The EPA reviewer conducts a review of the contractor's deliverable. The EPA reviewer will provide feedback to the TOCOR to send back to the contractor should revisions be needed. The TOCORs will compare agency due dates or approved revised due dates to completed date of reports, quarterly and calculate the percentage of late reports. See attachment J.5 of this RFTOP.

### **C.7 Period of Performance**

The period of performance of this task order is:

Base: 12 months from date of award

Option one: 12 months from option period

### **C.8 Task Order Type**

Time and Materials-

## **D. INSPECTION AND ACCEPTANCE**

### **E.1 Quality Assurance Project Plan**

The contractor shall submit the following quality system documentation to the CO at the time frames identified below:

	<b>Documentation</b>	<b>Specifications</b>	<b>Due</b>
X	Quality Assurance Project Plan for the Task Order	EPA Requirements for Quality Assurance Project Plans (QA/R-5) [dated 03/20/11]	Task Order proposal due date

This documentation can be found on the following EPA website –

<https://www.epa.gov/quality/epa-qar-5-epa-requirements-quality-assurance-project-plans>

This documentation will be prepared in accordance with the specifications identified above or equivalent specifications defined by EPA.

The Government will review and return the quality documentation, with comments, and indicating approval or disapproval. If necessary, the contractor shall revise the documentation to address all comments and shall submit the revised documentation to the government for approval.

The contractor shall not commence work involving environmental data generation or use until the Government has approved the quality documentation.

## **E. TASK ORDER ADMINISTRATION DATA**

### **E.1 Contract Administration Representatives**

Contracting Officer: Jessica Wilson, [Wilson.Jessica@epa.gov](mailto:Wilson.Jessica@epa.gov)

Contract Specialist: John Moua, [Moua.John@epa.gov](mailto:Moua.John@epa.gov)

Contract Level Contracting Officer's Representative: Cynthia Bowie, [bowie.cynthia@epa.gov](mailto:bowie.cynthia@epa.gov)

Task Order Contracting Officer's Representative: Majd El-Zoobi [el-zoobi.majd@epa.gov](mailto:el-zoobi.majd@epa.gov)

## **F. Invoicing**

Invoices shall be submitted electronically to: US EPA FINANCE OFFICE AT DDC-KINVOICES@EPA.GOV. Copy the CO, Contract COR and TOCOR on the submission.

For format and guidance refer to: [http://www2.epa.gov/financial/contracts#Contract\\_invoices](http://www2.epa.gov/financial/contracts#Contract_invoices)  
The customer service contact information for the finance office is [contractpaymentinfo@epa.gov](mailto:contractpaymentinfo@epa.gov) and 919-541-1148.

## **G. TASK ORDER CLAUSES**

### **G.1 FAR 52.217-9 Option to Extend the Term of the Contract (Mar 2000)**

(a) The Government may extend the term of this contract by written notice to the contractor within 5 calendar days before the expiration of this contract; provided that the Government gives the contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 60 months.

(End of clause)

CONTRACT EP-W-17-005 TASK ORDER 004 MODIFICATION SUMMARY

Mod #	Reason For Modification	Status	Date Signed	Obligation	Total Amount
0001	Other Administrative Action	Released	11/14/2017	\$0.00	\$0.00
0002	Other Administrative Action	Released	11/20/2017	\$0.00	\$0.00
0003	Other Administrative Action	Released	11/21/2017	\$0.00	\$0.00
BASE		Released	4/28/2017	\$250,860.00	\$521,354.00
P00004	within scope	Released	1/5/2018	\$350,000.00	\$350,000.00
P00005	Exercise an Option	Released	4/24/2018	\$60,000.00	\$0.00
P00006	Funding Only Action	Released	5/30/2018	\$85,000.00	\$0.00
P00007	Funding Only Action	Released	6/15/2018	(\$144,161.78)	(\$144,161.78)
P00008	Funding Only Action	Released	6/21/2018	\$125,494.00	\$0.00
P00009	within scope	Released	9/25/2018	\$425,000.00	\$951,487.00
P00010	Funding Only Action	Released	12/7/2018	\$200,000.00	\$0.00
P00011	Funding Only Action	Released	12/21/2018	\$200,000.00	\$0.00
P00012	Funding Only Action	Released	4/25/2019	\$126,487.00	\$0.00
P00013	Other Administrative Action	Released	5/15/2019	\$0.00	\$0.00

# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 09/27/2017		2. CONTRACT NO. (If any) EP-W-17-005		6. SHIP TO: a. NAME OF CONSIGNEE Franklyn Hall	
3. ORDER NO. 0006		4. REQUISITION/REFERENCE NO. PR-OCSPP-17-00312			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS U.S. EPA 1200 Pennsylvania Ave. Mail Code: 7403 M 1-202-564-8522	
				c. CITY Washington	d. STATE DC
7. TO: (b)(4)				f. SHIP VIA hall.franklyn@epa.gov	
a. NAME OF CONTRACTOR EASTERN RESEARCH GROUP, INC.				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS 110 HARTWELL AVE STE 1				Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY LEXINGTON		e. STATE MA	f. ZIP CODE 02421		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OCSPP/OPPT/RAD	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB				12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) Multiple	
16. DISCOUNT TERMS					

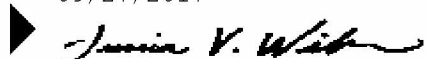
## 17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 112947395 Task Order Number: 0006 RAD Engineering and Exposure Support for the Chemical Data Reporting Including the Revisions Rule and Byproducts Rule Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$283,253.00
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts						\$53,813.00
c. CITY Durham				d. STATE NC	e. ZIP CODE 27711		17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)

09/27/2017



ELECTRONIC SIGNATURE

23. NAME (Typed)

Jessica Wilson

TITLE: CONTRACTING/ORDERING OFFICER

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO  
2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 09/27/2017	CONTRACT NO. EP-W-17-005	ORDER NO. 0006
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>=====</p> <p>COR: Franklyn Hall e-mail:hall.franklyn@epa.gov =====</p> <p>Funding in the amount of \$53,813.00 is hereby added to fully fund the Base Period. TOCOR: Franklyn Hall Max Expire Date: 09/26/2020 Admin Office: HPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 09/27/2017 to 09/26/2020</p>					
0001	<p>Base Period: 520 T&amp;M hrs. NTE \$53,813.00</p> <p>Delivery: 09/26/2018 Accounting Info: 17-18-B-69A-401CD6-2505-TCXTQZZ-1769AC 7032-002 BFY: 17 EFY: 18 Fund: B Budget Org: 69A Program (PRC): 401CD6 Budget (BOC): 2505 Cost: TCXTQZZ DCN - Line ID: 1769AC7032-002 Funding Flag: Partial Funded: \$53,813.00</p>				53,813.00	
0002	<p>Option Year I: 1,380 T&amp;M hrs. NTE \$143,296.00 (Option Line Item) 09/27/2018</p> <p>Delivery: 09/26/2019 Accounting Info: 17-18-B-69A-401CD6-2505-TCXTQZZ-1769AC 7032-002 BFY: 17 EFY: 18 Fund: B Budget Org: 69A Program (PRC): 401CD6 Budget (BOC): 2505 Cost: TCXTQZZ DCN - Line ID: 1769AC7032-002 Funding Flag: Partial Funded: \$0.00</p> <p>Continued ...</p>				143,296.00	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$197,109.00	

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO  
3

**IMPORTANT:** Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 09/27/2017	CONTRACT NO. EP-W-17-005	ORDER NO. 0006
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0003	<p>Option Year II: 800 T&amp;M hrs. NTE \$86,144.00                      (Option Line Item)                      09/27/2019</p> <p>Delivery: 09/26/2020                      Accounting Info:                      17-18-B-69A-401CD6-2505-1769AC7032-001                      BFY: 17 EFY: 18 Fund: B Budget Org:                      69A Program (PRC): 401CD6 Budget                      (BOC): 2505 DCN - Line ID:                      1769AC7032-001                      Funding Flag: Partial                      Funded: \$0.00                      COR: Franklyn Hall                      e-mail:hall.franklyn@epa.gov</p> <p>ALT. COR: TBD                      e-mail:                      =====</p> <p>Task Order Type: Time &amp; Material (T&amp;M)"</p> <p>Base Year: 9/27/17 thru 9/26/18                      Option Year I: 9/27/18 thru 9/26/19                      Option Year II: 9/27/19 thru 9/26/20</p>				86,144.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$86,144.00

## **RISK ASSESSMENT DIVISION (RAD)**

### **REQUEST FOR TASK ORDER PROPOSAL (RTOP): 0006**

#### **PROJECT TITLE:**

#### **RAD Engineering and Exposure Support for the Chemical Data Reporting Including the Revisions Rule and Byproducts Rule**

**Base Year: 9/27/17 thru 9/26/18**  
**Option Year I: 9/27/18 thru 9/26/19**  
**Option Year II: 9/27/19 thru 9/26/20**

**COR: Franklyn Hall**

#### **A. STATEMENT OF WORK (SOW)**

##### **A1. Background and Purpose**

###### Background

The Office of Pollution Prevention and Toxics (OPPT) of the Environmental Protection Agency (EPA) is responsible for work under a number of statutes including, principally, the Toxic Substances Control Act (TSCA), the Chemical Safety in the 21<sup>st</sup> Century Act, and Pollution Prevention Act of 1990 (PPA). The mission of the office is to assure that industrial chemicals are designed, manufactured, processed and used in ways that maximize their benefits to society and minimize their impacts on human health and the environment; encourage the replacement of older, more hazardous chemicals and technologies with new, safer alternatives; and work to harness the use of pollution prevention technologies, whenever feasible.

OPPT's Risk Assessment Division (RAD) is responsible for health and environmental hazard and risk evaluations of chemicals regulated under the Frank R. Lautenberg Chemical Safety for the 21st Century Act. The Frank L. Lautenberg Chemicals Safety for the 21st Century Act amends the Toxic Substance Control Act (TSCA). Among other things, the new TSCA requires EPA to conduct risk evaluations to determine whether a chemical substance presents an unreasonable risk of injury to health or the environment, without consideration of costs or other non-risk factors, including an unreasonable risk to a potentially exposed or susceptible subpopulation identified as relevant to the risk evaluation under the conditions of use.

This task order supports implementation of the Frank R. Lautenberg Chemical Safety for the 21st Century Act, specifically for the engineering support to the CDR Revisions Rule and CDR Byproducts Rule. The Contractor shall be familiar with the amended law to ensure that technical products abide to the scientific standards that EPA must meet when preparing technical products supporting OPPT's risk evaluations.

###### CDR Revisions rule

EPA collects data on specific chemicals listed on the TSCA Chemical Substances Inventory (Inventory) using the TSCA Chemical Data Reporting (CDR) regulation, previously named the Inventory Update Reporting (IUR) regulation. The Inventory was originally compiled during 1977 through 1979. In 1986, EPA promulgated the IUR (51 FR 21447, June 12, 1986), under TSCA section 8(a), to facilitate the periodic updating of the Inventory and to support activities associated with the implementation of TSCA. In 2003 EPA amended the IUR (2003 Amendments) to add the collection of additional, basic exposure-related information, and to adjust the universe of chemicals subject to the IUR (68 FR 848,

January 7, 2003). In 2012, EPA modernized the IUR, changing its name to CDR, and requiring electronic reporting. Additionally, production volume thresholds for overall reporting and Part III reporting were adjusted to be more inclusive. Certain EPA regulated chemicals are newly required to report if production volumes exceed 2,500 lbs. annually (in comparison to the 25,000 lb threshold for other chemicals). Also, the Part III reporting threshold was decreased from 100,000 lbs to 25,000 lbs. Additionally, the reporting frequency was changed from five years to four years, with the scope of the reporting in 2016 to include all four previous years (76 FR 158, August 16, 2011).

The CDR currently requires U.S. manufacturers of organic and inorganic chemicals to report to EPA information associated with chemical substances manufactured during the reporting year in quantities of 25,000 lb. or more at each plant site they own or control (with certain regulated chemicals required to report information for quantities above 2,500 lb.). The information reported includes company name, plant site location, plant site Dun and Bradstreet number(s), identity of the reportable chemical substance, production volume of each reportable chemical substance, the physical form and maximum concentration of the chemical substance, and the number of potentially exposed workers.

Currently, the CDR also requires manufacturers to report downstream industrial processing and use and consumer/commercial use exposure-related data. In addition to the manufacturing information, these reports include industrial processing and use information such as processing or use category; NAICS code; industrial function category; percent production volume; number of use sites and number of potentially exposed workers; and consumer/commercial information such as use category, intention of children's use, and maximum concentration.

The 2016 submission period, during which manufacturers (including importers) reported on their 2012-15 manufacture (including import), ended in Fall 2016. The next submission period occurs in 2020, during which manufacturers (including importers) will report on their 2016-19 manufacturing activities (including import).

EPA is considering modifications in CDR reporting based on the 2016 reporting. A workgroup has been convened to consider CDR revisions. Some of the proposed modifications address deficiencies EPA identified in the quality of the data during the 2016 reporting, and others address deficiencies in the design and scope of the data collected. This WA provides the economic support needed to prepare an Economic Analysis for the proposed rule, to respond to public comments, to revise the economic analysis and other supporting materials containing economic information for the final CDR Revisions Rule.

#### CDR Inorganic Byproducts Regulatory Negotiation with subsequent rulemaking (CDR Byproducts Reporting Rule)

As part of The Frank R. Lautenberg Chemical Safety for the 21st Century Act, EPA is implementing a "Negotiated Rulemaking on Chemical Data Reporting Requirements for Inorganic Byproducts." EPA is establishing a Negotiated Rulemaking Committee under section 8(a)(6) of TSCA to develop a proposed rule for limiting chemical data reporting requirements for manufacturers of any inorganic byproducts, when such byproducts are subsequently recycled, reused, or reprocessed. Subsequent to the Committee Ratification of agreed upon changes, a post-RegNeg rulemaking (CDR Byproducts Reporting Rule) will commence. This WA provides the economic support needed to prepare an Economic Analysis for the proposed rule, to respond to public comments, to revise the economic analysis and other supporting materials containing economic information for the final CDR Byproducts Reporting Rule.

The Contractor is expected to support the development of **engineering and exposure analysis document and related materials for the CDR Revisions Rule and the CDR Byproducts Rule.**

### Purpose

The primary purpose of this SOW is to provide technical support for the analysis of collected CDR data and other related data sources, draft responses to public comment, verify confidential business information, conduct quality control assessments and prepare reports, draft presentation materials, etc. based upon the collected CDR data.

The contractor will primarily focus on the development of **analyses that support the decision making, draft public responses, presentation materials, instructions for reporting, and associated technical support documentation of the CDR Byproducts Rule and the CDR Revisions Rule.**

## **A.2 Scope of Work (SOW) (TIME & MATERIAL)**

The contractor shall supply the necessary resources required for the performance of this contract. The scientific quality of reviews, assessments, reports, model tools, statistical programs and software, and their timely preparation in accordance with negotiated schedules, are of paramount importance in the performance of this contract.

The contractor shall have the necessary technical and scientific expertise, knowledge and experience to successfully perform all of the tasks identified below. In addition, the contractor shall have a quality assurance/quality control program that maintains the quality of products, as well as an ongoing training program. This is intended to ensure that the contract staff produces quality products, and feedback from OPPT on needed improvements is communicated to the contractor's staff. The contractor shall maintain and make available upon request complete documentation of QA/QC practices and procedures. Performance of work under this contract shall be initiated by competitive task orders issued by the Contracting Officer, and will encompass tasks in following areas discussed below in Section III (TASKS).

## **B. TASKS**

### **TASK 1: Project Management**

The Contractor shall provide a Project Manager. The Contractor Project Manager shall report on all aspects of the objectives and progress of this contract to the designated EPA Contracting Officer (CO) and Task Order Contracting Officer Representative (TOCOR) via email, through monthly reports. The Contractor Project Manager also plans, conducts and supervises Task Order (TO) projects, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures. The Contractor Project Manager provides advice and counsel to other professionals. The Contractor Project Manager shall notify via email the relevant EPA TOCOR/Alternate TOCOR of any significant difficulties in accomplishing the task listed in the TOs.

In cases where performance objectives and minimum Acceptable Quality Levels (AQLs) are not being met, the Contractor Project Manager will make every effort to immediately correct the problems to ensure customer satisfaction. If the problem persists, the Project Manager will submit a plan of corrective action to the TO COR and the Contract Level COR. The Contractor Project Manager shall ensure that the approved Quality Assurance (QA)/Quality Control (QC) process is followed to ensure the quality of its products.

The contractor shall schedule a kick-off call with the EPA to review overall goals of the project and details regarding implementation of the TO. Roles and responsibilities for completing the tasks below

will be discussed. The kick-off call shall be scheduled within 3 working days of award at a mutually agreed upon time. During the kick-off call the contractor and EPA will schedule monthly technical calls.

## **TASK 2: Reporting Requirements**

The contractor shall write and submit monthly progress reports to the EPA Contracting Officer Representative (COR). Progress reports shall describe completed work during the invoice period and should link to charges described in invoice documentation.

Routine progress reports shall include a written monthly technical progress report that includes the following in the case of each project that the contractor is involved in during the month: (a) an overview of work accomplished since project inception to to-date (b) a description of work accomplished during the month, (c) a summary of QA/QC activities since project inception including a summary of corrective action taken (d) a brief summary of anticipated work during the following month, (e) a summary and details of the LOE and costs incurred **for each task** during the month and cumulatively , and (f) total remaining LOE and budget. This report shall also be issued to the Contract Level COR. Routine progress reports shall be delivered electronically; paper copies are not needed.

The Contractor shall notify the TOCOR and CO when 75, 90, and 100% of approved hours have been expended. No work on the conduct of environmental data operations can begin until EPA approval of the QAPP is obtained. Work not related to environmental data operations such as scoping how environmental data may be searched for or summarized once available including refinement of keywords, criteria, or report templates may begin prior to QAPP approval. See Appendix H for additional invoice reporting instructions.

Failure to submit monthly progress reports with the information required will result in the suspension of the invoice until such supporting documentation is provided. Any deviations from the project such as work schedules, impediments encountered, and budget require approval from the EPA COR. The EPA COR may also initiate verbal communications with the contractor on an as needed basis to determine project status.

**Deliverable:** Monthly Progress Reports shall be submitted to the EPA COR within three (3) calendar days of invoice submission to EPA. Minimal level of effort required for this deliverable.

## **TASK 3: QAPP Requirements**

Quality Assurance: The Quality Management Plan, the QAPP for **Task 4**. The contractor shall adhere to its Quality Management Plan that is tailored for this contract.

This Task Order involves the use of existing data. Accordingly, EPA policy requires that an approved Quality Assurance Project Plan (QAPP) be in place before any work begins that involves the collection, generation, evaluation, analysis or use of environmental data. The QAPP must be consistent with EPA Requirements for Quality Assurance Project Plans: EPA QA/R-5 (<https://www.epa.gov/sites/production/files/2015-06/documents/g5-final.pdf> ).

\* Within 10 business days after Task Order Award, the contractor shall prepare and submit for EPA review a draft Quality Assurance Project Plan (QAPP) for **Tasks 4**.

\* EPA will review the contractor's draft QAPP, and provide the Contractor with written approval or written comments.

\* If needed, the Contractor shall submit a revised QAPP within 5 business days of receipt of the written comments on the draft QAPP, unless otherwise instructed by the EPA TOCOR.

\* Under no circumstances shall work that involves the generation, collection, evaluation, analysis, or use of environmental data be performed by the contractor until the contractor receives written notification from the EPA TOCOR that EPA has approved the contractor's QAPP.

All QA documentation, including the QAPP, prepared under this TO, shall be considered non-proprietary, and shall be made available to the public upon request.

#### Additional QA Documentation Required

In addition to the requirements described above, all major deliverables (e.g., Technical Support Documents, Study Reports, Study Plans, etc.) produced by the Contractor under this Task Order must include a discussion of the QA/QC activities that were or will be performed to support the deliverable. The contractor shall immediately notify the EPA TOCOR of any QA problems encountered that may impact the performance of this Task Order, with recommendations for corrective action.

The contractor also shall provide EPA with monthly reports of QA-related activities performed during implementation of this Task Order. These monthly QA reports shall identify QA activities performed to support implementation of this task order, problems encountered, deviations from the QAPP, and corrective actions taken. The contractor may include this as a part of the contract-required monthly financial/technical progress report. The contractor shall notify the EPA TOCOR at any time during the task order if changes to the QAPP are warranted (e.g., due to organizational changes, revised technical approaches).

If, during the Period of Performance of this Task Order, the EPA TOCOR determines revisions to the QAPP are necessary, the contractor shall submit a revised QAPP, including the revision summary, within 5 business days after receiving written technical direction to do so. EPA will review the draft revised QAPP and provide the contractor with written approval or comments. The contractor shall provide a revised QAPP, then a final QAPP that responds to EPA's written comments within 5 business days of receipt of EPA's comments on the draft QAPP.

\* Under no circumstances shall work involving environmental data be performed by the contractor until the contractor receives written notification from the EPA TOCOR that EPA has approved the contractor's QAPP.

Since this task order involves the collection, evaluation, and use of environmental data by and for the Agency, the contractor shall implement a quality system that meets ANSI standard E4-2014 and prepare a quality assurance project plan (QAPP) following EPA guidelines. QAPP is due within 15 days of task order award.

**Task 4:** Engineering and Exposure Support for Chemical Data Reporting (including the Byproducts Rule, Revisions Rule, and general use and exposure element analysis)

#### Subtask 4.1      Quality Control Assessment:

At the direction of the TOCOR, the contractor shall perform quality control assessments of the collected Chemical Data Reporting data to assess the completeness and consistency of the data. As required, the contractor shall contact the authorized representative who submitted the CDR data to verify the submitted data.

#### Subtask 4.2      Develop draft presentations and outreach materials

At the direction of the TOCOR, the contractor shall develop draft materials for internal and external meetings. Support of this subtask may include the preparation of written responses to questions submitted by the public as well as examples and case studies that demonstrate the correct way to report CDR data, with emphasis on Part 3: Processing and Use Information. Refer to the following document for more information on data fields currently required for CDR, including processing and use data fields.

[https://www.epa.gov/sites/production/files/2016-05/documents/instructions\\_for\\_reporting\\_2016\\_tsca\\_cdr\\_13may2016.pdf](https://www.epa.gov/sites/production/files/2016-05/documents/instructions_for_reporting_2016_tsca_cdr_13may2016.pdf) .

#### Subtask 4.3      2016 CDR Database Analysis

At the direction of the TOCOR, the contractor shall compile, classify, analyze, and present the information submitted during previous CDR collections. This subtask may primarily involve analysis of the 2016 database but may also involve analyses of previous CDR data and other supplemental or complimentary data sources. The Agency will provide the database(s) containing all of the collected CDR information to the contractor for use in performing analyses requested by the Agency. Upon request, the contractor shall extract the needed information from the CDR database, classify the extracted information as necessary, group the data elements to provide statistics for CDR reporting of interest to the Agency, prepare tables, graphics, and discussions related to the CDR information.

#### Subtask 4.4      Public Meeting Support

At the direction of the TOCOR, the contractor shall attend CDR public meetings and provide deliverables such as meeting summaries, proposed follow-up actions, and industry comment analysis.

#### Subtask 4.5      Revise Guidance Documents for 2020 Information Collection

At the direction of the TOCOR, the contractor shall develop draft revisions for the CDR Instructions for Reporting, revise existing or develop new case studies for reporting guidance, and revise existing or develop new fact sheets. These guidance documents will be related to possible rule changes and analyses supporting those rule changes as described under sub-task 4.7.

#### Subtask 4.6      OECD Harmonization Analysis

At the direction of the TOCOR, the contractor shall develop approaches for the integration of the OECD Harmonized Use Codes into the CDR reporting codes. This integration will involve the analysis of the current CDR instructions for reporting, Form U, and applications of the use and exposure information in both the new and existing chemical programs. Refer to the following link for information on the OECD Harmonized Use Codes.

[http://www.oecd.org/officialdocuments/publicdisplaydocumentpdf/?cote=env/jm/mono\(2017\)14&doclanguage=en](http://www.oecd.org/officialdocuments/publicdisplaydocumentpdf/?cote=env/jm/mono(2017)14&doclanguage=en)

#### Subtask 4.7      CDR Analyses to support EPA decisions for CDR rule changes

At the direction of the TOCOR, the contractor shall conduct various types of analyses as needed to support decision making for changes to the current CDR related to the Byproducts and Revisions rules. Examples of possible analyses include:

- Examine the impact (number of chemicals, CDR reporters) that would be affected by potential changes to reporting codes such as expanded commercial, consumer, and/or functional use codes.
- Examine the impact (number of chemicals, CDR reporters) that would be affected by potential changes to industrial sector codes in favor of NAICS codes.
- Examine the impact (number of chemicals, CDR reporters) that would be affected by removing data elements that are under-reported or poorly reported.
- Examine the impact of incorporating information reported as “other” into existing data fields.
- Examine the definitions of byproducts, exemptions for byproducts, examples of chemical processes that are and are not considered byproducts under current definitions and the impact (number of chemicals, CDR reporters) that would be affected by changes to those definitions.
- Other technical support analyses as described by the TOCOR through technical direction.

#### **Deliverables**

- Engineering and exposure products as described above within 2 weeks from receipt of technical direction unless otherwise stated through written communication from the TOCOR.

#### **C.4 Reporting Requirements and Deliverables**

As described in Task 2 and in the invoice instructions, the Contractor shall provide a monthly report CO, COR and TOCOR which identifies project staff and all activities and milestones associated with the Task Order assignments planned and in progress. The monthly report in progress tasks shall be included in the monthly reports which will be referenced when the Voucher Validation review is performed monthly at the end of each billing cycle.

As per the Task Order or request for a proposal, the Contractor shall provide the Agency with a proposal within the timeframe specified for this Task Order. The EPA CO, CORs, or panel members will review the proposal and provide the Contractor with an approval or disapproval, and revision (if necessary) in writing. The timelines involved, will proceed as stipulated in the request for a proposal or Contract

The Contractor shall prepare a Quality Assurance Project Plan for this Task Order. EPA Requirements for Quality Assurance Project Plans (QAR-5).

For most deliverables, the EPA COR will assign a tentative due dates and instructions when work is routed to the Contractor. If within three business days, the Contractor expresses no concern regarding the due date; the date shall be deemed settled by tacit agreement.

#### **SPECIFIC SCHEDULE OF DELIVERABLES:**

<b>Tasks</b>	<b>Deliverables</b>	<b>Schedule</b>
Task 1:	Project Management	None
Task 2:	Monthly progress reports	Monthly reports
Task 3:	QAPP and monthly progress reports	QAPP: Within 10 business days after award of task order
Task 4:	Engineering and Exposure Support for the CDR	2 weeks from receipt of Technical Direction

#### **D. REPORTING REQUIREMENTS:**

As described in Task 2 and in the invoice instructions, the Contractor shall provide a monthly report CO, COR and TOCOR which identifies project staff and all activities and milestones associated with the Task Order assignments planned and in progress. The monthly report in progress tasks shall be included in the monthly reports which will be referenced when the Voucher Validation review is performed monthly at the end of each billing cycle.

As per the Task Order or request for a proposal, the Contractor shall provide the Agency with a proposal within the timeframe specified for this Task Order. The EPA CO, CORs, or panel members will review the proposal and provide the Contractor with an approval or disapproval, and revision (if necessary) in writing. The timelines involved, will proceed as stipulated in the request for a proposal or Contract

The Contractor shall prepare a Quality Assurance Project Plan for this Task Order. EPA Requirements for Quality Assurance Project Plans (QA/R-5).

#### **E. DELIVERABLES:**

For most deliverables, the EPA COR will assign a tentative due dates and instructions when work is routed to the Contractor. If within three business days, the Contractor expresses no concern regarding the due date; the date shall be deemed settled by tacit agreement.

#### **F. ACCEPTABLE QUALITY LEVEL FOR TASKS**

See Attachment: Quality Assurance Surveillance Plan

<b>Performance Criteria Analysis – TASKS</b>		
<b>Performance Indicator</b>	<b>Standard</b>	<b>Acceptable Quality Level (AQL)</b>

Timely submission of report	Reports submitted within time frame pre-negotiated with Task Order COR	95%
Free of substantive technical, guideline, or format errors	Reports submitted with zero substantive errors including but not limited to discrepancies, omissions, inaccuracies, and/or inappropriate data evaluation	95%

### **F.1 Method of surveillance**

Final deliverables prepared by the contractor undergo a secondary review process in OPPT. Each report has a designated EPA reviewer. The EPA reviewer conducts a review of the contractor's deliverable. The EPA reviewer will provide feedback to the TOCOR to send back to the contractor should revisions be needed. The TOCORs will compare agency due dates or approved revised due dates to completed date of reports, quarterly and calculate the percentage of late reports.

### **G. PERIOD OF PERFORMANCE:**

The period of performance of this task order is: 12 months from date of award with option to extend see (G.1 FAR 52.217-9 Option to Extend the Term of the Contract)

### **G1. Task Order Type: Time and Materials**

## **H. INSPECTION AND ACCEPTANCE**

### **H.1 Quality Assurance Project Plan**

The contractor shall submit the following quality system documentation to the CO at the time frames identified below:

	<b>Documentation</b>	<b>Specifications</b>	<b>Due</b>
X	Quality Assurance Project Plan for the Task Order	EPA Requirements for Quality Assurance Project Plans (QA/R-5) [dated 03/20/11]	Task Order proposal due date

This documentation can be found on the following EPA website – <https://www.epa.gov/quality/epa-qar-5-epa-requirements-quality-assurance-project-plans>

This documentation will be prepared in accordance with the specifications identified above or equivalent specifications defined by EPA.

The Government will review and return the quality documentation, with comments, and indicating approval or disapproval. If necessary, the contractor shall revise the documentation to address all comments and shall submit the revised documentation to the government for approval.

The contractor shall not commence work involving environmental data generation or use until the Government has approved the quality documentation.

## **I. TASK ORDER ADMINISTRATION DATA**

### **I.1 Contract Administration Representatives**

**Contracting Officer:**

**Jessica Wilson:** Wilson.Jessica@epa.gov

**Contract Level Contracting Officer's Representative:**

**Cynthia Bowie:**

**Task Order Contracting Officer's Representative:**

**Franklyn Hall:**

## **J. TASK ORDER CLAUSES**

### **J.1 FAR 52.217-9 Option to Extend the Term of the Contract (Mar 2000)**

### **J.2 EPAAR 1552.237-72 Key personnel. (APR 1984)**

(End of clause)

(a) The contractor shall assign to this contract the following key personnel:

#### **1. Project Manager:**

The contractor shall identify a Project Manager to serve as USEPA's primary point-of-contact and to provide supervision and guidance for all contractor personnel assigned to the task order. The Project Manager is ultimately responsible for the quality and efficiency of the support effort, to include both technical issues and business processes. The Project Manager shall have knowledge in the technical areas described in the Task Order. The Project Manager shall assign tasks to contractor personnel, supervise on-going technical efforts, and manage overall task order performance. The Project Manager plans, conducts and supervises projects of major significance, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures. Schedules work to meet completion deadlines. The Project Manager shall possess demonstrated excellent written and oral communications skills.

The Project Manager shall have experience in managing projects of similar size and scope as demonstrated by appropriate combination of education and experience.

#### **2. Quality Assurance Manager**

The Quality Assurance (QA) Manager must have experience in exposure assessment with the ability to critically evaluate the type of data described in the task order. The QA Manager shall have advanced knowledge and the ability to originate and apply new and unique methods and procedures. Provide technical advice and counsel to other professionals with special emphasis on procedures for execution of systematic review. Generally, operates with a wide latitude for non-reviewed actions or decisions. Schedules work to meet completion deadlines. Directs assistance, reviews progress and evaluates results; makes change in methods where necessary.

The QA Manager shall have experience in quality management, implementation of quality management plan, and ensuring quality of projects of similar size and scope as demonstrated by appropriate combination of education and experience.

EP-W-17-005 TASK ORDER 0006 - MOD SUMM

Mod #	Reason For Modification	Status	Date Signed	Obligation	Total Amount
BASE		Released	9/27/2017	\$53,813.00	\$283,253.00
P00001	Funding Only Action	Released	9/18/2018	\$20,000.00	\$0.00
P00002	Funding Only Action	Released	4/25/2019	\$40,000.00	\$0.00
P00003	Other Administrative Action	Released	9/20/2019	(\$28,180.00)	\$0.00
P00004	Funding Only Action	Released	9/26/2019	\$23,863.00	\$0.00
P00005	Funding Only Action	Released	8/5/2020	\$12,000.00	\$0.00
P00006	Other Administrative Action	Released	10/21/2020	\$0.00	\$0.00
				\$121,496.00	

# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

6

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 07/31/2017		2. CONTRACT NO. (If any) EP-W-17-005		6. SHIP TO: a. NAME OF CONSIGNEE Laura Nielsen	
3. ORDER NO. 0008		4. REQUISITION/REFERENCE NO. PR-OCSPP-17-00314			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS 1200 Pennsylvania Ave. William Jefferson Clinton Building Nielsen.Laura@epa.gov	
				c. CITY Washington	e. ZIP CODE 20460
7. TO: (b)(4)				f. SHIP VIA Nielsen.Laura@epa.gov	
a. NAME OF CONTRACTOR EASTERN RESEARCH GROUP, INC.				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 110 HARTWELL AVE STE 1				REFERENCE YOUR:  Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if anv. including delivery as indicated.	
d. CITY LEXINGTON		e. STATE MA	f. ZIP CODE 02421	Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OCSPP/OPPT/RAD	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))					
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					
12. F.O.B. POINT Destination					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) Multiple	
a. INSPECTION Destination	b. ACCEPTANCE Destination				
16. DISCOUNT TERMS					

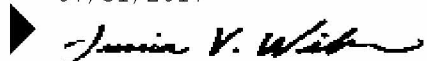
## 17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 112947395 Task Order Number: 0008 Economic Support for CDR Revisions Rule and CDR Byproducts Reporting Rule. ----- COR: Laura Nielsen Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.			17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:							
	a. NAME RTP Finance Center						\$93,707.00	17(i) GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts						\$187,193.00	
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711					

22. UNITED STATES OF AMERICA BY (Signature)

07/31/2017



ELECTRONIC SIGNATURE

23. NAME (Typed)

Jessica Wilson

TITLE: CONTRACTING/ORDERING OFFICER

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO  
2

**IMPORTANT:** Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 07/31/2017	CONTRACT NO. EP-W-17-005	ORDER NO. 0008
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>E-mail: Nielsen.laura@epa.gov ALT. COR: Lynne Blake Hedges E-mail: blake-hedges.lynne@epa.gov</p> <p>Task Order Type: Time &amp; material (T&amp;M) Not To Exceed (NTE) 1,600 LOE hours and \$187,193.00 for the entire Task Order.</p> <p>Period of Performance (POP) Base Year: 7/25/17 thru 7/24/18 Option Year I: 7/25/18 thru 7/24/19 Option Year II: 7/25/19 thru 7/24/20 TOCOR: Laura Nielsen Max Expire Date: 07/30/2020 Admin Office: HPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 07/31/2017 to 07/30/2020</p> <p>Base Year: 7/31/17 thru 7/30/18 T&amp;M LOE 800 hrs. NTE \$93,468.00 Incremental Funding in the amount of \$93,486.00 to fully fund the Base Period.</p> <p>Delivery: 07/30/2018 Accounting Info: 17-18-B-69A-401CD6-2505-TC6EPZZ-1769TE 8024-002 BFY: 17 EFY: 18 Fund: B Budget Org: 69A Program (PRC): 401CD6 Budget (BOC): 2505 Cost: TC6EPZZ DCN - Line ID: 1769TE8024-002 Funding Flag: Partial Funded: \$93,486.00</p>					
0002	<p>Year One: 7/31/18 thru 7/30/19 T&amp;M LOE 500 hrs. NTE \$57,234.00</p> <p>(Option Line Item) Continued ...</p>				57,234.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$57,234.00

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO  
3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 07/31/2017	CONTRACT NO. EP-W-17-005	ORDER NO. 0008
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0003	<p>07/30/2019</p> <p>Delivery: 07/30/2019</p> <p>Accounting Info:</p> <p>17-18-B-69A-401CD6-2505-TC6EPZZ-1769TE</p> <p>8024-002 BFY: 17 EFY: 18 Fund: B</p> <p>Budget Org: 69A Program (PRC): 401CD6</p> <p>Budget (BOC): 2505 Cost: TC6EPZZ DCN</p> <p>- Line ID: 1769TE8024-002</p> <p>Funding Flag: Partial</p> <p>Funded: \$0.00</p> <p>Year Two: 7/31/19 thru 7/30/20</p> <p>T&amp;M LOE 300 hrs. NTE \$36,473.00</p> <p>(Option Line Item)</p> <p>07/30/2019</p> <p>Delivery: 07/30/2020</p> <p>Accounting Info:</p> <p>17-18-B-69T-401CD6-2505-TC8CDGZ-1769TE</p> <p>8024-001 BFY: 17 EFY: 18 Fund: B</p> <p>Budget Org: 69T Program (PRC): 401CD6</p> <p>Budget (BOC): 2505 Cost: TC8CDGZ DCN</p> <p>- Line ID: 1769TE8024-001</p> <p>Funding Flag: Partial</p> <p>Funded: \$0.00</p> <p>The obligated amount of award: \$93,486.00.</p> <p>The total for this award is shown in box 17(i).</p>				36,473.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$36,473.00

## RISK ASSESSMENT DIVISION (RAD)

### REQUEST FOR TASK ORDER PROPOSAL: Number: 008

#### PROJECT TITLE:

#### **Economic Support for CDR Revisions Rule and CDR Byproducts Reporting Rule.**

#### **A. STATEMENT OF WORK (SOW)**

##### **A1. Background and Purpose**

##### Background

The Office of Pollution Prevention and Toxics (OPPT) of the Environmental Protection Agency (EPA) is responsible for work under a number of statutes including, principally, the Toxic Substances Control Act (TSCA), the Chemical Safety in the 21<sup>st</sup> Century Act, and Pollution Prevention Act of 1990 (PPA). The mission of the office is to assure that industrial chemicals are designed, manufactured, processed and used in ways that maximize their benefits to society and minimize their impacts on human health and the environment; encourage the replacement of older, more hazardous chemicals and technologies with new, safer alternatives; and work to harness the use of pollution prevention technologies, whenever feasible.

OPPT's Risk Assessment Division (RAD) is responsible for health and environmental hazard and risk evaluations of chemicals regulated under the Frank R. Lautenberg Chemical Safety for the 21st Century Act. The Frank L. Lautenberg Chemicals Safety for the 21st Century Act amends the Toxic Substance Control Act (TSCA). Among other things, the new TSCA requires EPA to conduct risk evaluations to determine whether a chemical substance presents an unreasonable risk of injury to health or the environment, without consideration of costs or other non-risk factors, including an unreasonable risk to a potentially exposed or susceptible subpopulation identified as relevant to the risk evaluation under the conditions of use.

This task order supports implementation of the Frank R. Lautenberg Chemical Safety for the 21st Century Act, specifically for **Economic Support for CDR Revisions Rule and CDR Byproducts Reporting Rule**. The Contractor shall be familiar with the amended law to ensure that technical products abide to the scientific standards that EPA must meet when preparing technical products supporting OPPT's risk evaluations.

The Contractor is expected to support the development of economics documents and other related materials for the CDR Revisions Rule and the CDR By Products Reporting Rule,

##### CDR Revisions rule

EPA collects data on specific chemicals listed on the TSCA Chemical Substances Inventory (Inventory) using the TSCA Chemical Data Reporting (CDR) regulation, previously named the Inventory Update Reporting (IUR) regulation. The Inventory was originally compiled during 1977 through 1979. In 1986, EPA promulgated the IUR (51 FR 21447, June 12, 1986), under TSCA section 8(a), to facilitate the periodic updating of the Inventory and to support activities associated with the implementation of TSCA. In 2003 EPA amended the IUR (2003 Amendments) to add the collection of additional, basic exposure-related information, and to adjust the universe of chemicals subject to the IUR (68 FR 848, January 7, 2003). In 2012, EPA modernized the IUR, changing its name to CDR, and requiring electronic reporting. Additionally, production volume thresholds for overall reporting and Part III reporting were adjusted to be more inclusive. Certain EPA regulated chemicals are newly required to report if production

volumes exceed 2,500 lbs. annually (in comparison to the 25,000 lb threshold for other chemicals). Also, the Part III reporting threshold was decreased from 100,000 lbs to 25,000 lbs. Additionally, the reporting frequency was changed from five years to four years, with the scope of the reporting in 2016 to include all four previous years (76 FR 158, August 16, 2011).

The CDR currently requires U.S. manufacturers of organic and inorganic chemicals to report to EPA information associated with chemical substances manufactured during the reporting year in quantities of 25,000 lb. or more at each plant site they own or control (with certain regulated chemicals required to report information for quantities above 2,500 lb.). The information reported includes company name, plant site location, plant site Dun and Bradstreet number(s), identity of the reportable chemical substance, production volume of each reportable chemical substance, the physical form and maximum concentration of the chemical substance, and the number of potentially exposed workers.

Currently, the CDR also requires manufacturers to report downstream industrial processing and use and consumer/commercial use exposure-related data. In addition to the manufacturing information, these reports include industrial processing and use information such as processing or use category; NAICS code; industrial function category; percent production volume; number of use sites and number of potentially exposed workers; and consumer/commercial information such as use category, intention of children's use, and maximum concentration.

The 2016 submission period, during which manufacturers (including importers) reported on their 2012-15 manufacture (including import), ended in Fall 2016. The next submission period occurs in 2020, during which manufacturers (including importers) will report on their 2016-19 manufacturing activities (including import).

EPA is considering modifications in CDR reporting based on the 2016 reporting. A workgroup has been convened to consider CDR revisions. Some of the proposed modifications address deficiencies EPA identified in the quality of the data during the 2016 reporting, and others address deficiencies in the design and scope of the data collected. This WA provides the economic support needed to prepare an Economic Analysis for the proposed rule, to respond to public comments, to revise the economic analysis and other supporting materials containing economic information for the final CDR Revisions Rule.

#### CDR Inorganic Byproducts Regulatory Negotiation with subsequent rulemaking (CDR Byproducts Reporting Rule)

As part of The Frank R. Lautenberg Chemical Safety for the 21st Century Act, EPA is implementing a "Negotiated Rulemaking on Chemical Data Reporting Requirements for Inorganic Byproducts." EPA is establishing a Negotiated Rulemaking Committee under section 8(a)(6) of TSCA to develop a proposed rule for limiting chemical data reporting requirements for manufacturers of any inorganic byproducts, when such byproducts are subsequently recycled, reused, or reprocessed. Subsequent to the Committee Ratification of agreed upon changes, a post-RegNeg rulemaking (CDR Byproducts Reporting Rule) will commence. This WA provides the economic support needed to prepare an Economic Analysis for the proposed rule, to respond to public comments, to revise the economic analysis and other supporting materials containing economic information for the final CDR Byproducts Reporting Rule.

#### Purpose

The primary purpose of this SOW is to assist work conducted by EPA's Economics and Policy Support Branch, as needed for rulemaking, including back of the envelop calculations, preliminary estimates, the rule's Economic Analysis, the ICR Supporting Statement, and other materials as needed. The contractor team must have TSCA CBI clearance. The contractor will focus on development of documents required in the rulemaking that will be posted on the public docket (Economic Analysis, ICR Supporting Statement).

The Contractor will develop various technical products to support economics documents explaining costs and benefits of the two rules. The Economic Analysis reports on incremental changes brought about by the rule (proposed and final rule versions). The ICR Supporting Statements provides burden and cost estimates for the upcoming three-year period.

## **A.2 Scope of Work**

The purpose of this procurement is to provide time and materials by task support **for Economic Support for CDR Revisions Rule and CDR Byproducts Reporting Rule**. The tasks include:

1. Project Management
2. Reporting Requirements
3. Quality Assurance Project Plan
4. Economic Support for CDR Revisions Rule
5. Economic Support for Byproducts RegNeg and Subsequent CDR Byproducts Reporting Rule
6. Other Support for Activities associated with CDR (including ICR Supporting Statement)

The contractor shall supply the necessary resources required for the performance of this contract. The scientific quality of reviews, assessments, reports, model tools, statistical programs and software, and their timely preparation in accordance with negotiated schedules, are of paramount importance in the performance of this contract.

The contractor shall have the necessary technical and scientific expertise, knowledge and experience to successfully perform all of the tasks identified below. In addition, the contractor shall have a quality assurance/quality control program that maintains the quality of products, as well as an ongoing training program. This is intended to ensure that the contract staff produces quality products, and feedback from OPPT on needed improvements is communicated to the contractor's staff. The contractor shall maintain and make available upon request complete documentation of QA/QC practices and procedures. Performance of work under this contract shall be initiated by competitive task orders issued by the Contracting Officer, and will encompass tasks in following areas discussed below in Section III (TASKS).

## **B. TASKS**

### **TASK 1: Project Management**

The Contractor shall provide a Project Manager. The Contractor Project Manager shall report on all aspects of the objectives and progress of this contract to the designated EPA Contracting Officer (CO) and Contracting Officer Representative (COR) via email, through monthly reports. The Contractor Project Manager also plans, conducts and supervises Task Order (TO) projects, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures. The Contractor Project Manager provides advice and counsel to other professionals. The Contractor Project Manager shall notify via email the relevant EPA COR/Alternate COR or TO COR of any significant difficulties in accomplishing the task listed in the TOs.

In cases where performance objectives and minimum Acceptable Quality Levels (AQLs) are not being met, the Contractor Project Manager will make every effort to immediately correct the problems to ensure customer satisfaction. If the problem persists, the Project Manager will submit a plan of corrective action to the TO COR and the Contract Level COR. The Contractor Project Manager shall ensure that the approved Quality Assurance (QA)/Quality Control (QC) process is followed to ensure the quality of its products.

The contractor shall schedule a kick-off call with the EPA to review overall goals of the project and details regarding implementation of the TO. Roles and responsibilities for completing the tasks below will be discussed. The kick-off call shall be scheduled within 3 working days of award at a mutually agreed upon time. During the kick-off call the contractor and EPA will schedule monthly technical calls.

## **TASK 2: Reporting Requirements**

The contractor shall write and submit monthly progress reports to the EPA Contracting Officer Representative (COR). Progress reports shall describe completed work during the invoice period and should link to charges described in invoice documentation.

Routine progress reports shall include a written monthly technical progress report that includes the following in the case of each project that the contractor is involved in during the month: (a) an overview of work accomplished since project inception to to-date (b) a description of work accomplished during the month, (c) a summary of QA/QC activities since project inception including a summary of corrective action taken (d) a brief summary of anticipated work during the following month, (e) a summary and details of the LOE and costs incurred **for each task** during the month and cumulatively , and (f) total remaining LOE and budget. This report shall also be issued to the Contract Level COR. Routine progress reports shall be delivered electronically; paper copies are not needed.

The Contractor shall notify the TOCOR and CO when 75, 90, and 100% of approved hours have been expended. No work on the conduct of environmental data operations can begin until EPA approval of the QAPP is obtained. Work not related to environmental data operations such as scoping how environmental data may be searched for or summarized once available including refinement of keywords, criteria, or report templates may begin prior to QAPP approval. See Appendix K for additional invoice reporting instructions.

Failure to submit monthly progress reports with the information required will result in the suspension of the invoice until such supporting documentation is provided. Any deviations from the project such as work schedules, impediments encountered, and budget require approval from the EPA COR. The EPA COR may also initiate verbal communications with the contractor on an as needed basis to determine project status.

**Deliverable:** Monthly Progress Reports shall be submitted to the EPA COR within three (3) calendar days of invoice submission to EPA. Minimal level of effort required for this deliverable.

## **TASK 3: QAPP Requirements**

3.1      **Quality Assurance:** The Quality Management Plan, the QAPP for tasks four through six. The contractor shall adhere to its Quality Management Plan that is tailored for this contract.

This Task Order involves the use of existing data. Accordingly, EPA policy requires that an approved Quality Assurance Project Plan (QAPP) be in place before any work begins that involves the collection, generation, evaluation, analysis or use of environmental data. The QAPP must be consistent with EPA Requirements for Quality Assurance Project Plans: EPA QA/R-5 (<https://www.epa.gov/sites/production/files/2015-06/documents/g5-final.pdf> ).

\* Within 10 business days after Task Order Award, the contractor shall prepare and submit for EPA review a draft Quality Assurance Project Plan (QAPP) for tasks four through six.

\* EPA will review the contractor's draft QAPP, and provide the Contractor with written approval or written comments.

\* If needed, the Contractor shall submit a revised QAPP within 5 business days of receipt of the written comments on the draft QAPP, unless otherwise instructed by the EPA TOCOR.

\* Under no circumstances shall work that involves the generation, collection, evaluation, analysis, or use of environmental data be performed by the contractor until the contractor receives written notification from the EPA TOCOR that EPA has approved the contractor's QAPP.

\* The QAPP must be updated at a minimum once of year, or more frequently if needed.

All QA documentation, including the QAPP, prepared under this TO, shall be considered non-proprietary, and shall be made available to the public upon request.

#### Additional QA Documentation Required

In addition to the requirements described above, all major deliverables (e.g., Technical Support Documents, Study Reports, Study Plans, etc.) produced by the Contractor under this Task Order must include a discussion of the QA/QC activities that were or will be performed to support the deliverable. The contractor shall immediately notify the EPA TOCOR of any QA problems encountered that may impact the performance of this Task Order, with recommendations for corrective action.

The contractor also shall provide EPA with monthly reports of QA-related activities performed during implementation of this Task Order. These monthly QA reports shall identify QA activities performed to support implementation of this task order, problems encountered, deviations from the QAPP, and corrective actions taken. The contractor may include this as a part of the contract-required monthly financial/technical progress report. The contractor shall notify the EPA TOCOR at any time during the task order if changes to the QAPP are warranted (e.g., due to organizational changes, revised technical approaches).

If, during the Period of Performance of this Task Order, the EPA TOCOR determines revisions to the QAPP are necessary, the contractor shall submit a revised QAPP, including the revision summary, within 5 business days after receiving written technical direction to do so. EPA will review the draft revised QAPP and provide the contractor with written approval or comments. The contractor shall provide a revised QAPP, then a final QAPP that responds to EPA's written comments within 5 business days of receipt of EPA's comments on the draft QAPP.

\* Under no circumstances shall work involving environmental data be performed by the contractor until the contractor receives written notification from the EPA TOCOR that EPA has approved the contractor's QAPP.

Since this task order involves the collection, evaluation, and use of environmental data by and for the Agency, the contractor shall implement a quality system that meets ANSI standard E4-2014 and prepare a quality assurance project plan (QAPP) following EPA guidelines. QAPP is due within 10 days of task order award.

#### **Task 4: Economic Support for CDR Revisions Rule**

EPA will be proposing revisions to CDR reporting. The contractor shall provide support for the rulemaking process, including the development of an economic analysis for the final rule including a regulatory flexibility analysis. Revisions under consideration include:

1. Frequency of reporting: Changing to every two years (currently, is every four) to provide more timely information to assist in the increased pace of chemical reviews, as required by TSCA as amended by the Lautenberg Act (new TSCA).
2. Confidential business information: Changes to better enable company responses and EPA activities required by the new TSCA, and to address some issues identified for importers of chemicals.
3. Parent company information: Align with recent changes to TRI parent company, removing the restriction that reported parent company must be in the United States.
4. Public contact information: Adding a field for the public to directly contact the company, similar to TRI.
5. Co-manufacturing: Improve ability to jointly report for contract manufacturers and toll manufacturers
6. Changes to Processing and use information:
  - Adopting the OECD harmonized use codes.
  - Separate reporting of consumer and commercial information.
  - Adding a storage use code
  - Other Changes as brought about by the Inorganic Byproducts regulatory negotiation.

- (A) Prepare the economic analysis for the proposed rule in response to WAM direction and comments.
- (B) Prepare a Regulatory Flexibility Analysis (RFA) if requested by the WAM. In preparing the workplan, assume that a Reg Flex analysis will be required.
- (C) Revise economic analysis and RFA for the final rule in response to public and other comments. This includes preparing responses to comments submitted by the Office of Management and Budget (OMB), the Small Business Administration (SBA), and any other Federal Agencies that submit comments to EPA during the Interagency Review period as directed by the WAM. This task also includes revising the EA as directed by the WAM in response to the comments submitted by other Federal Agencies. In preparing the workplan, assume there will be three rounds of comments from the WAM.
- (D) Prepare responses to Public Comments requiring economic expertise, as directed by the WAM.

#### **Deliverables**

- Economic Analysis – for Proposed Rule and Final Rule - 2 weeks from receipt of Technical Direction

#### **Task 5: Economic Support for RegNeg and Subsequent CDR Byproducts Rule**

The rulemaking for the Byproducts Reporting Rule is assumed to involve a relatively small amount of effort because the stakeholder perspective and leadership is integral to policy formulation. The contractor shall provide supports including:

- (A) Prepare the economic analysis for the proposed rule in response to WAM direction and comments.

- (B) Prepare a Regulatory Flexibility Analysis (RFA) if requested by the WAM. In preparing the workplan, assume that a Reg Flex analysis will be required.
- (C) Revise economic analysis and RFA for the final rule in response to public comments. This includes preparing responses to comments submitted by the Office of Management and Budget (OMB), the Small Business Administration (SBA), and any other Federal Agencies that submit comments to EPA during the Interagency Review period as directed by the WAM. This task also includes revising the EA as directed by the WAM in response to the comments submitted by other Federal Agencies. In preparing the workplan, assume there will be two rounds of comments from the WAM.
- (D) Prepare responses to Public Comments requiring economic expertise, as directed by the WAM.

#### **Deliverables**

- Economic Analysis – for Proposed Rule and Final Rule - 2 weeks from receipt of Technical Direction

#### **Task 6: Other Support for Activities related to the CDR (Including ICR Supporting Statement)**

The contractor shall provide support for other activities related to the CDR. Examples of other activities include:

- (A) Estimate the costs and burden hours of amending the CDR, for workgroup purposes (e.g. back-of-the envelop estimates);
- (B) Support Agency preparation of Information Collection Requests (ICRs) by estimating the burden on industry and government of Agency data collection;
- (C) Researching specific industries or segments, such as the circuit board industry, recycling industry, or importers;
- (D) Prepare web pages;
- (E) Prepare briefing support handouts, and present briefings at times and locations specified by the WAM through technical direction;
- (F) Review, comment on and revise existing analyses and prepare new studies.

The specific topics will be identified by the WAM through Technical Direction.

#### **Deliverables**

- ICR Supporting Statement - 2 weeks from receipt of Technical Direction

### **C. SPECIFIC SCHEDULE OF DELIVERABLES:**

<b>Tasks</b>	<b>Deliverables</b>	<b>Schedule</b>
Task 1	Project Management	None
Task 2	Monthly progress reports	Monthly reports
Task 3:	QAPP and monthly progress reports	QAPP: Within 10 business days after award of task order
Task 4:	Economic Support for CDR Revisions Rule	2 weeks from receipt of Technical Direction
Task 5:	Economic Support for Byproducts RegNeg and Subsequent CDR Byproducts Reporting Rule	2 weeks from receipt of Technical Direction
Task 6:	Other Support for Activities associated with CDR (including ICR Supporting Statement)	2 weeks from receipt of Technical Direction

Approximate timelines:

- ICR Renewal: Fall 2017-Fall 2018
- CDR Revisions: Proposed Rule June 2018; Final Rule Nov 2019
- CDR ByProducts, post NegReg Proposed Rule: May 2018; Final Rule Dec 2019 (or sooner)

#### **D. REPORTING REQUIREMENT**

As described in Task 2 and in the invoice instructions, the Contractor shall provide a monthly report CO, COR and TOCOR which identifies project staff and all activities and milestones associated with the Task Order assignments planned and in progress. The monthly report in progress tasks shall be included in the monthly reports which will be referenced when the Voucher Validation review is performed monthly at the end of each billing cycle.

As per the Task Order or request for a proposal, the Contractor shall provide the Agency with a proposal within the timeframe specified for this Task Order. The EPA CO, CORs, or panel members will review the proposal and provide the Contractor with an approval or disapproval, and revision (if necessary) in writing. The timelines involved, will proceed as stipulated in the request for a proposal or Contract

The Contractor shall prepare a Quality Assurance Project Plan for this Task Order. EPA Requirements for Quality Assurance Project Plans (QAR-5).

#### **E. DELIVERABLES**

For most deliverables, the EPA COR will assign a tentative due dates and instructions when work is routed to the Contractor. If within three business days, the Contractor expresses no concern regarding the due date; the date shall be deemed settled by tacit agreement.

## F. ACCEPTABLE QUALITY LEVEL FOR TASKS

See Attachment: Quality Assurance Surveillance Plan

Performance Criteria Analysis – TASKS		
Performance Indicator	Standard	Acceptable Quality Level (AQL)
Timely submission of report	Reports submitted within time frame pre-negotiated with Task Order COR	95%
Free of substantive technical, guideline, or format errors	Reports submitted with zero substantive errors including but not limited to discrepancies, omissions, inaccuracies, and/or inappropriate data evaluation	95%

### F.1 Method of surveillance

Final deliverables prepared by the contractor undergo a secondary review process in OPPT. Each report has a designated EPA reviewer. The EPA reviewer conducts a review of the contractor's deliverable. The EPA reviewer will provide feedback to the TOCOR to send back to the contractor should revisions be needed. The TOCORs will compare agency due dates or approved revised due dates to completed date of reports, quarterly and calculate the percentage of late reports. See attachment J.5 of this RFTOP.

## G. PERIOD OF PERFORMANCE

### G1. PERIOD OF PERFORMANCE:

The period of performance of this task order is: (3-Total Years)

1- 1-Year Base

2- 1 -Year Option Periods

One base year with Two-(1year option years) (A total of 36-months)

### G.1 TASK ORDER TYPE:

**TIME & MATERIAL**

## H. INSPECTION AND ACCEPTANCE

### H.1 Quality Assurance Project Plan

The contractor shall submit the following quality system documentation to the CO at the time frames identified below:

	Documentation	Specifications	Due
--	---------------	----------------	-----

X	Quality Assurance Project Plan for the Task Order	EPA Requirements for Quality Assurance Project Plans (QA/R-5) [dated 03/20/11]	Task Order proposal due date
---	---	--	------------------------------

This documentation can be found on the following EPA website – <https://www.epa.gov/quality/epa-qar-5-epa-requirements-quality-assurance-project-plans>

This documentation will be prepared in accordance with the specifications identified above or equivalent specifications defined by EPA.

The Government will review and return the quality documentation, with comments, and indicating approval or disapproval. If necessary, the contractor shall revise the documentation to address all comments and shall submit the revised documentation to the government for approval.

The contractor shall not commence work involving environmental data generation or use until the Government has approved the quality documentation.

## **I. TASK ORDER ADMINISTRATION DATA**

### **I.1 Contract Administration Representatives**

**Contracting Officer: Jessica Wilson, [Wilson.Jessica@epa.gov](mailto:Wilson.Jessica@epa.gov)**

**Contract Level Contracting Officer's Representative:  
Cynthia Bowie, [bowie.cynthia@epa.gov](mailto:bowie.cynthia@epa.gov)**

**Task Order Contracting Officer's Representative:  
Laura Nielsen, [nielsen.laura@epa.gov](mailto:nielsen.laura@epa.gov)**

**Task Order Alternate Contracting Officer's Representative:  
LynneBlake-Hedges,  
[blake-hedges.lynne@epa.gov](mailto:blake-hedges.lynne@epa.gov)**

## **J. TASK ORDER CLAUSES**

### **J.1 FAR 52.217-9 Option to Extend the Term of the Contract (Mar 2000)**

- (a) The Government **may** extend the term of this contract by written notice to the contractor within 5 calendar days before the expiration of this contract; provided that the Government gives the contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.
- (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
- (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed **48 months**.

(End of clause)

EP-W-17-005-TASK ORDER -0008 MOD SUMM

Mod #	Reason For Modification	Status	Date Signed	Obligation	Total Amount
001	within scope	Released	9/26/2017	\$176,194.00	\$353,317.00
002	Other Administrative Action	Released	1/31/2018	\$0.00	\$0.00
003	Funding Only Action	Released	3/28/2018	\$240,000.00	\$480,544.00
BASE		Released	7/31/2017	\$93,486.00	\$187,193.00
P00004	Funding Only Action	Released	7/18/2018	\$9,400.00	\$0.00
P00005	Funding Only Action	Released	7/24/2018	\$240,600.00	\$0.00
P00006	Funding Only Action	Released	12/20/2018	\$87,464.00	\$0.00
P00007	Funding Only Action	Released	5/13/2019	\$200,000.00	\$200,000.00
P00008	Funding Only Action	Released	7/31/2019	\$173,909.00	\$146,908.00
P00009	Other Administrative Action	Released	9/20/2019	\$0.00	\$0.00
P00010	Funding Only Action	Released	12/18/2019	\$100,000.00	\$0.00
P00011	Funding Only Action	Released	1/14/2020	(\$92,355.71)	(\$92,355.71)
P00012	Funding Only Action	Released	3/4/2020	\$46,817.00	\$0.00
P00013	Other Administrative Action	Released	6/9/2020	\$0.00	\$0.00
P00014	Funding Only Action	Released	10/21/2020	\$0.00	\$0.00
P00015	Funding Only Action	Released	11/30/2020	(\$60,172.52)	\$0.00

# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

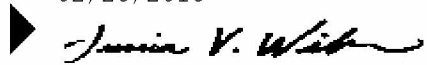
1. DATE OF ORDER 02/28/2018		2. CONTRACT NO. (If any) EP-W-17-005		6. SHIP TO: a. NAME OF CONSIGNEE Eric Jackson	
3. ORDER NO. 0009		4. REQUISITION/REFERENCE NO. PR-OCSPP-18-00105		b. STREET ADDRESS jackson.eric@epa.gov 202-564-8517	
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				c. CITY Washington	e. ZIP CODE 20460
7. TO: (b)(4)				f. SHIP VIA	
a. NAME OF CONTRACTOR EASTERN RESEARCH GROUP, INC.				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS 110 HARTWELL AVE STE 1				Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY LEXINGTON		e. STATE MA	f. ZIP CODE 02421		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OCSPP/OPPT/RAD	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))					
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					
12. F.O.B. POINT Destination					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) Multiple	
a. INSPECTION Destination	b. ACCEPTANCE Destination				
16. DISCOUNT TERMS					

## 17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 112947395 Preparation of Draft Initial Engineering Reports (IRERs) and Other New Chemical Support Activities  COR POC: Eric Jackson Continued ...					
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME RTP Finance Center		\$100,000.00				17(i) GRAND TOTAL
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts		\$972,091.00				
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711			

22. UNITED STATES OF AMERICA BY (Signature)

02/28/2018



ELECTRONIC SIGNATURE

23. NAME (Typed)  
Jessica Wilson  
TITLE: CONTRACTING/ORDERING OFFICER

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO  
2

**IMPORTANT:** Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 02/28/2018	CONTRACT NO. EP-W-17-005	ORDER NO. 0009
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	202-564-8517 Jackson.eric@epa.gov TOCOR: Eric Jackson Admin Office: HPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Accounting Info: 18-19-B-69A-000CD6-2505-TC5S000-1869AC8006-0 01 BFY: 18 EFY: 19 Fund: B Budget Org: 69A Program (PRC): 000CD6 Budget (BOC): 2505 Cost: TC5S000 DCN - Line ID: 1869AC8006-001 Period of Performance: 03/01/2018 to 11/03/2021					
0001	Year 1: Task Order Type: T&M Hours 2,251 NTE: \$234,469.00 Period Of Performance: 3/1/2018-2/28/2019  Delivery: 02/28/2019				100,000.00	
0002	Year 2: Task Order Type: T&M Hours 2,251 NTE: \$241,221.00 Period Of Performance: 3/1/2019-2/28/2020 (Option Line Item) 03/01/2019  Delivery: 02/28/2020				Option	
0003	Year 3: Task Order Type: T&M Hours 2,251 NTE: \$245,835.00  Period Of Performance: 3/1/2020 - 2/28/2021 (Option Line Item) 03/01/2020  Delivery: 02/28/2021				Option	
0004	Year 4: Continued ...				Option	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$100,000.00

# ORDER FOR SUPPLIES OR SERVICES

## SCHEDULE - CONTINUATION

PAGE NO  
3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 02/28/2018	CONTRACT NO. EP-W-17-005	ORDER NO. 0009
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>Task Order Type: T&amp;M Hours 2,251</p> <p>NTE: \$250,566.00</p> <p>Period Of Performance: 3/1/2021 - 11/3/2021</p> <p>(Option Line Item)</p> <p>03/01/2021</p> <p>Delivery: 11/03/2021</p> <p>The obligated amount of award: \$100,000.00.</p> <p>The total for this award is shown in box 17(i).</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

## **RISK ASSESSMENT DIVISION (RAD)**

### **REQUEST FOR TASK ORDER PROPOSAL**

#### **PROJECT TITLE:**

**Preparation of Draft Initial Engineering Reports (IRERs) and Other New Chemical Support Activities**

#### **A. STATEMENT OF WORK (SOW)**

##### **A1. Background and Purpose**

###### Background

The Office of Pollution Prevention and Toxics (OPPT) of the Environmental Protection Agency (EPA) is responsible for work under a number of statutes including, principally, the Toxic Substances Control Act (TSCA), the Chemical Safety in the 21st Century Act, and Pollution Prevention Act of 1990 (PPA). The mission of the office is to assure that industrial chemicals are designed, manufactured, processed and used in ways that maximize their benefits to society and minimize their impacts on human health and the environment; encourage the replacement of older, more hazardous chemicals and technologies with new, safer alternatives; and work to harness the use of pollution prevention technologies, whenever feasible.

OPPT's Risk Assessment Division (RAD) is responsible for health and environmental hazard and risk evaluations of chemicals regulated under the Frank R. Lautenberg Chemical Safety for the 21st Century Act. The Frank L. Lautenberg Chemicals Safety for the 21st Century Act (new TSCA) amends the Toxic Substance Control Act (TSCA). RAD Chemical Engineers conduct new and existing chemicals engineering assessments, improve methodologies for chemical engineering assessments, identify trends in developing exposure methodologies, assist in policies and rulemaking for TSCA, and provide outreach to regulated community and general public in support of the Frank L. Lautenberg Chemicals Safety for the 21st Century Act.

Among other things, the new TSCA requires EPA to conduct risk evaluations to determine whether a chemical substance presents an unreasonable risk of injury to health or the environment, without consideration of costs or other non-risk factors, including an unreasonable risk to a potentially exposed or susceptible subpopulation identified as relevant to the risk evaluation under the conditions of use. Furthermore, the new TSCA legislation requires that EPA adhere to specific provisions regarding Scientific Standards, Weight of Evidence and Availability of Information as articulated in Sections 26 (h), (i) and (j), respectively (<https://www.epa.gov/assessing-and-managing-chemicals-under-tsca/frank-r-lautenberg-chemical-safety-21st-century-act>).

###### Purpose

The purpose of this statement of work (SOW) is to provide technical chemical engineering support to RAD under the Frank R. Lautenberg Chemical Safety for the 21<sup>st</sup> Century Act and the Toxic Substances Control Act (TSCA) by preparing draft Initial Review Engineering Reports (IRERs) for the New Chemicals Review program. The contractor shall support RAD under TSCA by generating Initial Review and Engineering Reports (IRERs) that estimate occupational exposures and environmental releases during the importing, manufacturing, processing, and use of new chemicals. The contractor shall provide follow-up support on these new chemicals, provide technical engineering support for standard reviews and provide support for reviews of biotechnology submissions (e.g., MCANs, TERAs, etc.) when requested by the EPA Task Order Contracting Officer's Representative (TOCOR), including but not limited to: the evaluation of new information submitted by the company, questions arising from the estimates made, further detailed analysis of the new chemical, and

development and revision of methodologies related to new chemicals assessments (including computerized modeling tools). The contractor shall also provide support on development, revision and preparation of documents and methodologies related to new chemicals assessments.

## **A2. Scope of Work**

This is a Time and Materials, Not-to-Exceed price SOW.

The contractor shall supply the necessary resources required for the performance of this contract. The scientific quality of reviews, assessments, reports, model tools, statistical programs and software, and their timely preparation in accordance with negotiated schedules, are of paramount importance in the performance of this contract.

The contractor shall have the necessary technical and scientific expertise, knowledge and experience to successfully perform all the tasks identified below. In addition, the contractor shall have a quality assurance/quality control program that maintains the quality of products, as well as an ongoing training program. This is intended to ensure that the contract staff produces quality products and feedback from OPPT on needed improvements is communicated to the contractor's staff. The contractor shall maintain and make available upon request complete documentation of QA/QC practices and procedures.

Performance of work under this contract shall be initiated by competitive task orders issued by the Contracting Officer, and will encompass tasks in following areas discussed below in Section B (TASKS).

## **B. TASKS**

The contractor at no time shall take any technical direction from anyone other than the EPA TOCOR or the Alternate TOCOR in the EPA TOCOR's absence.

### **TASK 1: MANAGEMENT AND REPORTING**

Task 1 covers the management and reporting requirements under this SOW, including the budget tracking required to assess compliance with EPA's performance metrics. This task has been divided into two subtasks for detailed reporting required under this task order: management and reporting. It is estimated that only 6% of the overall level of effort will be required.

Under the management subtask, the contractor's Program Manager will provide general oversight and the contractor's Task Order Manager will schedule team members to provide on-site support for IRER preparation, provide task order-specific feedback to the contractor personnel, and communicate with EPA on status and performance under this task order. Based on historical data, the time required to coordinate with EPA's TOCOR is twice per week to determine the most efficient number of IRER preparation team members required for on-site support, coordinate internal schedules twice per week, and complete other efforts under this subtask is approximately six hours per month.

Under the reporting subtask, the contractor shall track hours and dollars on the labor category level, prepare progress reports, and report summary statistics on IRER preparation each month. The contractor's progress reports shall include the total hours expended and the total hours remaining on the task order after each accounting period. The progress report shall include tables listing the case number for each PMN reviewed; the project team member conducting the review; the number of hours required to complete the IRER; and hours expended for training, travel costs, meetings, and other miscellaneous activities. The progress report shall include an accounting of hours budgeted, hours expended, dollars budgeted, and dollars expended for each labor category within each subtask as outlined the task order reporting requirements. Based on historical data, EPA estimates that the level of effort is approximately six hours per month.

## **TASK 2: REPORTING REQUIREMENTS**

The contractor shall write and submit monthly progress reports to the EPA TOCOR. Progress reports shall describe completed work during the invoice period and should link to charges described in invoice documentation.

Routine progress reports shall include a written monthly technical progress report that includes the following in the case of each project that the contractor is involved in during the month: (a) an overview of work accomplished since project inception to to-date (b) a description of work accomplished during the month, (c) a summary of QA/QC activities since project inception including a summary of corrective action taken (d) a brief summary of anticipated work during the following month, (e) a summary and details of the LOE and costs incurred for each task during the month and cumulatively , and (f) total remaining LOE and budget. This report shall also be issued to the Contract Level COR. Routine progress reports shall be delivered electronically; paper copies are not needed.

The Contractor shall notify the TOCOR and CO when 75, 90, and 100% of approved hours have been expended. No work on the conduct of environmental data operations can begin until EPA approval of the QAPP is obtained. Work not related to environmental data operations such as scoping how environmental data may be searched for or summarized once available including refinement of keywords, criteria, or report templates may begin prior to QAPP approval. See Sections J and L for additional invoice reporting instructions.

Failure to submit monthly progress reports with the information required will result in the suspension of the invoice until such supporting documentation is provided. Any deviations from the project such as work schedules, impediments encountered, and budget require approval from the EPA TOCOR. The EPA TOCOR may also initiate verbal communications with the contractor on an as needed basis to determine project status.

Deliverable: Monthly Progress Reports shall be submitted to the EPA TOCOR within three (3) calendar days of invoice submission to EPA. Minimal level of effort required for this deliverable.

## **TASK 3: QUALITY ASSURANCE PROJECT PLAN DEVELOPMENT (QAPP)**

### **3.1 Draft Project Quality Assurance Project Plan (QAPP)**

Within 10 business days after award of this Task Order, the Contractor shall prepare and submit a draft project QAPP. The QAPP must address the collection of new data (if necessary), use of secondary data, and other available information, including any modeling and data analysis efforts. An acceptable QAPP shall address the requirements from Attachment 1 (“QAPP Requirements”) of this SOW.

### **3.2 Final Project Quality Assurance Project Plan (QAPP)**

Within 5 business days of receiving EPA comments on the Draft QAPP, the Contractor shall submit the Final QAPP to the EPA TOCOR. An acceptable Final QAPP shall address/include the information specified in Task 2.1, and incorporate EPA comments. The Contractor must also initiate the sign-off process for the QAPP.

The OPPT QA Manager reviews and approves the QAPP designating official EPA approval. Under no circumstances shall work that involves the generation, collection, evaluation, analysis, or use of environmental data be performed by the contractor until the contractor receives written notification from the EPA TOCOR that EPA has approved the contractor’s QAPP. In situations where only non-critical deficiencies in a QAPP have not been resolved (such as a final organizational chart or a data analysis procedure that will not be followed for weeks), conditional approval may be given to allow the project to start while these deficiencies are being resolved.

Additional Quality Assurance (QA) Documentation Required Upon Task Order Award:

In addition to the quality standard (QS) requirements described above, all major deliverables (e.g., Technical Support Documents, Study Reports, Study Plans, etc.) produced by the Contractor under this Task Order shall include a discussion of the quality assurance/quality control (QA/QC) activities that were or will be performed to support the deliverable.

The contractor shall immediately notify the EPA TOCOR of any QA problems encountered that may impact the performance of this Task Order, with recommendations for corrective action.

The contractor also shall provide EPA with monthly reports of QA-related activities performed during implementation of this Task Order. These monthly QA reports shall identify QA activities performed to support implementation of this task order, problems encountered, deviations from the QAPP, and corrective actions taken. The contractor shall include this as a part of the contract-required monthly financial/technical progress report. The contractor shall notify the EPA TOCOR at any time during the task order if changes to the QAPP are warranted (e.g., due to organizational changes, revised technical approaches).

#### **TASK 4: PERFORMANCE BASED TASKS FOR IRER SUPPORT**

This task has been further divided into five subtasks as outlined in the reporting requirements section of the task order: clearance, meetings, IRER preparation (direct), IRER preparation (non-direct), and travel.

##### **4.1 Clearance**

The contractor shall maintain TSCA clearance of the IRER preparation team members and obtain TSCA clearance for new team members under this subtask.

Activities throughout the year shall include refresher training for already-cleared staff and completing initial training and required documentation and paperwork for one new team member. EPA estimates eight hours of TSCA clearance activities for one new employee. EPA estimates one hour for TSCA clearance refresher training for one employee per year.

The contractor shall obtain TSCA CBI clearance for all staff that will prepare IRERs and additional staff as needed to support Tasks 3 and 4. Upon task order award, the contractor shall already be cleared to support IRER preparation to immediately start work.

##### **4.2 Meetings**

The contractor's IRER preparation team will conduct quarterly team meetings that focus on new updates in RAD policy and procedures, recurring and/or significant RAD comments on draft IRERs, and issues for which the contractor's team would like guidance from RAD. The contractor will compile comments/questions in a guidance document that summarizes each issue, the date raised, the resolution, and date resolved. This list will be sent to the EPA TOCOR. The contractor will then update guidance documents with EPA responses and distribute these within the contractor and EPA teams.

Between meetings, the contractor will send an email to their team if there are issues that must be addressed immediately.

At the technical direction and at the request of the EPA TOCOR, the contractor shall attend quarterly QA meetings organized and facilitated by the RAD ChE & IH Technical Team under this task. The meetings provide an opportunity for the Technical Team to provide feedback and discuss assessment issues on IRERs with the contractor.

EPA estimates the contractor's quarterly one-hour meetings with their IRER review team (eight contractor team members) and with ChE & IH Technical team (two contractor team members) to be 40 hours.

### 4.3 IRER Preparation (Direct Case Work)

The direct case work subtask includes the activities associated with preparing a specific IRER. The contractor shall prepare IRERs at EPA Headquarters (currently in contractor space in Room 6428 EPA East). IRERs shall be prepared electronically using ChemSTEER and the files will be saved to OPPT's CBI local area network (LAN). The contractor shall complete IRERs on the first scheduled review day after the EPA TOCOR assigns cases. The QAPP (Task 3) shall include instructions for preparing an IRER in ChemSTEER.

Using the information provided in the PMN submission and readily available reference materials (e.g., applicable generic scenarios (GS)/Emission Scenario Documents (ESDs), similar past cases, submitter phone contacts), the contractor shall perform the following activities in preparing an IRER:

- Review the physical/chemical properties (e.g., chemical name/category, vapor pressure, water solubility, and molecular weight) from the Industrial Chemistry Branch's (ICB's) CRSS Chemistry Report.
- Review the health and ecotoxicity ratings and concerns from the Structure Activity Team (SAT) report.
- Report the critical information provided in the PMN or LVE submission and document all assumptions, uncertainties, and references used.
- Estimate number of sites, facility-level throughputs, and days of operation, for each manufacturing, processing, and use operation.
- Present a description of process flow and identify potential environmental release sources and occupational exposure activities for each manufacturing, processing, and use operation.
- Estimate environmental releases to all media (e.g., water, incineration, landfill, air, and underground injection) in kilogram (kg)/site-day including the frequency of release (i.e., days/year) for each manufacturing, processing, and use operation — using RAD models as appropriate. The RAD models shall be listed in the QAPP (Task 3).
- Estimate dermal and inhalation occupational exposures in milligram (mg)/day including frequency, duration, and number of workers exposed for each manufacturing, processing, and use operation — using RAD models as appropriate.
- Assess the effectiveness of control alternatives, including personal protective equipment and engineering controls, for reducing exposures and releases.
- Report any critical information on pollution prevention, as provided in the submission.
- Contact the submitter, as needed (identifying contractor staff as contractors supporting EPA), to obtain additional information not contained in the PMN or LVE submission and/or to seek clarification on information submitted to assist in the preparation of the IRER and documents correspondence in contact reports that are included in the IRER database file.
- Maintain the consistency and quality between the current and past IRERs by locating similar cases, reviewing the IRERs, and using relevant information to estimate the necessary parameters (i.e., occupational exposure, environmental release, and further details of the processing and use).

The contractor shall use ChemSTEER to develop estimates of occupational exposures and chemical releases.

The estimates are expected to be reasonable and accurate; therefore, the precision of the estimates is generally intended to be within one order of magnitude of the actual value. The contractor shall apply guidance established in the CEB Engineering Manual (1991), guidance as documented in the Compendium of CEB Technical Policy Memoranda (2nd Edition, 2008), and supplemental guidance from RAD's ChE & IH Technical Team.

To ensure consistency and to help fill data gaps, the contractor shall search for similar past assessments using the IRER Entry and Search System (IESS) database on EPA's CBI LAN. This database contains case numbers, submitter name, use information, indication whether the PMN chemical is a nanomaterial and/or perfluorinated, and any information about on-site wastewater treatment specified in the submission. The contractor shall review the IRERs for these past cases to evaluate the appropriateness of using the same approaches, assumptions, and policy decisions in preparing estimates for the current assessment and explain any similarities and differences.

The contractor shall document key assumptions used in preparing the IRER and clearly explain the rationale used in the assessment to facilitate RAD engineers' understanding and review of the IRER. When the review is complete, the contractor shall save the electronic IRER ChemSTEER file to OPPT's CBI LAN and two sets of backup disks. If the submitter was contacted, the contact report will be included in the electronic ChemSTEER file with the IRER. The contractor shall update IESS with information including case type and number, end use, and whether the chemical may be of particular concern to RAD, such as nanomaterials or perfluorinated compounds.

This task is subject to the performance measures listed in Table 4-1. To comply with these performance standards, the contractor shall complete an assignment log sheet by indicating the number of hours needed to complete each case. The contractor shall note any cases that were delayed and the reason for delaying the cases. EPA's TOCOR is expected to compile results on the number of cases that

#### Performance Measures

Under TSCA, EPA has limited time to complete reviews of new chemical submissions (90 days for PMN cases and 30 days for L cases). The initial screening phase of the review is completed early in the review. It is critical that RAD's work products are completed quickly, efficiently and of good quality to facilitate the overall review of the new chemical submission. Performance standards are focused on these objectives.

**Table 4-1**

Performance standard	Acceptable Quality Level
Efficiency	<p>Average of 2 hours per case or less per monthly reporting period.</p> <p>The efficiency standard will not apply to the first 10 cases prepared by an individual engineer. Cases which meet RAD's drop criteria for which abbreviated reports are prepared will be included in the average of hrs/case; follow-up and standard review cases will not be included in the average of hrs/case.</p>
Timeliness	<p>Greater than 90% of cases completed on time.</p> <p>Due to workspace limitations, the maximum number of cases that will be expected to be completed by the contractor on a given day will be 12. Any</p>

	case over 12, or any case with significant data gaps requiring additional time to contact a company, will be considered “Acceptable delays”
Quality	<p>Greater than 90% of cases prepared per monthly reporting period of acceptable quality.</p> <p>Reports that are of unacceptable quality will be documented with the rationale. Examples of unacceptable quality include significant technical errors made that impact the quantitative risk assessment and therefore potentially the decision made by EPA. Another example is the use of a key assumption without basis.</p>

Reductions of 10% to the monthly fixed fee will be applied if a performance standard is not met two or more times during the period of performance. For example, if the timeliness standard is not met during February and May, a 10% reduction will be applied to the fee for May for work covered by this task.

Historical records over the past five years have shown an average of 672 IRERs per year, with a maximum of 732 IRERs. Based on this information, EPA estimates that 1,290 hours will be required for this subtask per year, assuming 700 cases at an average rate of 1.85 hours per case. Currently, the contractor averages 1.7 hours per case, but as discussed in the introduction, additional submitted information or additional IRER detail and transparency under TSCA (TSCA21) may increase preparation time.

#### **4.5 IRER Preparation (Non-Direct Case Work)**

Non-direct case work includes activities that are not associated with preparing a specific IRER. Examples of non-direct case work are locating the current CRSS information database, managing hardware and software problems with the on-site workstations at EPA, locating the assigned cases, saving cases, creating backup copies of cases, filling out tracking sheets, and shredding working files per TSCA CBI handling protocol. Based on recent experience and an estimate of 700 IRERs per year, EPA estimates that this subtask will require approximately eight hours per month.

#### **4.6 Travel**

The travel subtask includes any excessive travel time incurred by PMN reviewers to travel to and from EPA for the sole purpose of conducting PMN reviews. All contractor PMN reviewers shall be within the local to the Washington, D.C. commuting area, so that all travel non-labor costs are solely for excessive local travel. Traveling to EPA headquarters two days per week, approximately five travel hours will be required per month.

### **TASK 5 PROVIDE TECHNICAL SUPPORT FOR FOLLOW-UP, STANDARD REVIEW, AND BIOTECHNOLOGY CASES**

This task has been further divided into two categories for detailed reporting required under this task order: follow-up/standard review and biotech case support.

#### **5.0 Follow-Up and Standard Review Cases**

Occasionally, the contractor shall be tasked to provide follow-up support to RAD on any cases that may have changes in the submission (e.g., new information submitted) or to address questions from the FOCUS

decision meeting. The contractor shall review any new information, update the IRER file with changes or additional clarifications and document the updates in the IRER Revision Notes. The contractor shall also be tasked with supporting standard reviews, which require more detailed release and exposure reports. These efforts typically include gathering additional information from the submitter, performing literature searches, using surrogate data, incorporating alternative modeling approaches, or providing qualitative statements of potential release and exposure pathways. As with follow-up cases, the contractor shall update the assessment based on the additional information, prepare an updated IRER file, and detail the updates in the IRER Revision Notes. Follow-up reviews will be completed within one week of the assignment date and standard reviews will be completed within two weeks of the assignment date.

Based on historical data, follow-up or standard review work was performed by the contractor for approximately 800 cases; EPA estimates approximately 50 follow-up cases (up to two hours each) and 10 standard review cases (up to 20 hours each). EPA estimates that completing the activities in the follow-up support category will require 300 technical hours.

### **5.1 Biotechnology Cases**

The contractor shall provide technical support to RAD for Microbial Commercial Activity Notices (MCANs) and TSCA Environmental Release Applications (TERAs). This support will include completing an IRER assessment as outlined in Task 4, except the level of detail required is similar to that of a standard review case due to unique analyses required. For example, releases and exposures are calculated in terms of colony forming units (CFUs) rather than mass or volume, and inactivation efficiencies must be quantified and discussed, and engineering controls to minimize CFU releases must be taken into account. The contractor complete biotechnology cases within three weeks of the assignment date. EPA anticipates five biotech release and exposure review case-support per year. Therefore, EPA estimates that completing the activities in the biotech cases category will require 80 technical hours per year.

## **TASK 6 DEVELOP NEW CHEMICAL ASSESSMENT METHODOLOGIES**

Under this task, the contractor will support RAD in developing new chemical assessment methodologies, which may include enhancements to computerized tools and databases. More than 40 Generic Scenarios and Models have been developed that help RAD standardize environmental release and occupational exposure assessments.

Examples of potential activities assigned under this task may include:

- Compiling information from databases such as TRI or CDR to identify industry- or chemical class-specific trends.
- Improving the IESS software to integrate the interface between the ChemSTEER tool and IESS.
- Updating IESS to include fields to track additional chemicals of interest, such as the current nano and perfluorinated indicators.
- Compiling industry-specific monitoring data from additional information that may be provided under TSCA (TSCA21).

The contractor shall complete new chemical assessment methodologies within two to four weeks of assignment, depending on their complexity and discussions with the EPA TOCOR. EPA estimates

approximately three new methodologies, 20 hours each, or 60 technical hours will be required per year.

#### D. SCHEDULE OF BENCHMARKS & DELIVERABLES:

Task #	BENCHMARK, DELIVERABLE or MILESTONE	SCHEDULE
1	Management and Reporting: IRER schedule prep work and progress reports	Monthly IRER schedule prep work and reporting
2	Reporting Requirements	Within 10 business days of the Task Order award. Monthly progress reports shall be submitted to EPA TOCOR within three (3) calendar days of invoice submission to EPA.
3.1	Draft QAPP: Contractor develops <b>Draft OAPP</b> and furnishes to EPA TOCOR for review and comment.	Within 10 business days after start date of the period of performance, or an alternate date as agreed upon by EPA.
3.2	Final QAPP: Contractor develops <b>Final OAPP</b> for submission after receiving written comments from EPA TOCOR.	Within 5 business days after receipt of comments from EPA.
4	<b>Performance Based Tasks For IRER Support:</b> Clearance, Meetings, IRER Preparation (Direct Case Work), IRER Preparation (Non-Direct Case Work), Travel.	<p><b>Clearance:</b> EPA estimates one hour for TSCA clearance refresher training for one employee per year.</p> <p><b>Meetings:</b> EPA estimates the contractor's quarterly one-hour meetings with their IRER review team (eight contractor team members) and with ChE &amp; IH Technical team (two contractor team members) to be 40 hours.</p> <p><b>IRER Preparation (Direct Case Work):</b> EPA estimates that 1,290 hours will be required for this subtask per year, assuming 700 cases at an average rate of 1.85 hours per case.</p> <p><b>IRER Preparation (Non-Direct Case Work):</b> Based on recent experience and an estimate of 700 IRERs per year, EPA estimates that this subtask will require approximately eight hours per month.</p> <p><b>Travel:</b> Traveling to EPA headquarters two days per week, approximately five travel hours will be required per month.</p>
5	<b>Provide Technical Support For Follow-Up, Standard Review, And Biotechnology Cases:</b> Follow-Up and Standard Review Cases and Biotechnology Cases	<p><b>Follow-Up and Standard Review Cases:</b> EPA estimates that completing the activities in the follow-up support category will require 300 technical hours.</p> <p><b>Biotechnology Cases:</b> EPA anticipates five biotech release and exposure review case-support per year; EPA estimates that completing the activities in the biotech cases category will require 80 technical hours per year.</p>

6	<b>Develop New Chemical Assessment Methodologies</b>	EPA estimates approximately three new methodologies, 20 hours each, or 60 technical hours will be required per year.
	EPA TOCOR, in coordination with the Contracting Officer, provides written technical direction concerning use of the remaining funding to prepare and furnish to the EPA TOCOR: draft deliverables, interim work products, and any necessary working files in an electronic format which is supported by EPA.	Within ten (10) business days of receipt of written notification from contractor of notice of inability to complete task order benchmarks, milestones or deliverables.

The work to be performed by the Contractor under this SOW involves such activities; therefore, in order to comply with this requirement:

- Within 10 business days after start date of the period of performance, the contractor shall prepare and submit a draft QAPP to the EPA TOCOR for review and comment.
- Within 5 business days after receipt of comments from EPA, the contractor shall prepare and submit a final QAPP to the EPA TOCOR.

#### Reporting Requirements:

- a. The contractor shall provide monthly reports of data entry and database activities performed during implementation of this SOW (as specified above).

### E. DELIVERABLES

1. For each deliverable submitted electronically, the contractor shall submit electronic copies to EPA in a format that EPA can support. Deliverables shall be submitted through electronic mail, or through another method determined mutually acceptable by the contractor and EPA.
2. At the completion of the period of performance, or as requested throughout, the contractor shall provide electronic copies of all project files to EPA in CD-ROM or flash drive format.

### F. ACCEPTABLE QUALITY LEVEL FOR TASKS

<b>Performance Criteria Analysis – TASKS</b>		
<b>Performance Indicator</b>	<b>Standard</b>	<b>Acceptable Quality Level (AQL)</b>
Timely submission of report	Reports submitted within time frame pre-negotiated with Task Order COR	95%

Free of substantive technical, guideline, or format errors	Reports submitted with zero substantive errors including but not limited to discrepancies, omissions, inaccuracies, and/or inappropriate data evaluation	95%
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## **F.1 Method of surveillance**

Final deliverables prepared by the contractor undergo a secondary review process in OPPT. Each report has a designated EPA reviewer. The EPA reviewer conducts a review of the contractor's deliverable. The EPA reviewer will provide feedback to the TOCOR to send back to the contractor should revisions be needed. The TOCORs will compare agency due dates or approved revised due dates to completed date of reports, quarterly and calculate the percentage of late reports.

## **F.2 Period of Performance**

The period of performance of this SOW is: 4 years from date of award.

## **G. TASK ORDER TYPE**

Time and Material, Not-to-Exceed

## **H. INSPECTION AND ACCEPTANCE**

### **H.1 Quality Assurance Project Plan**

The contractor shall submit the following quality system documentation to the TOCOR at the time frames identified below:

<b>Documentation</b>	<b>Specifications</b>	<b>Due</b>
Quality Assurance Project Plan for the Task Order	EPA Requirements for Quality Assurance Project Plans (QA/R-5) [dated 03/2001]	Within 28 business days after start date of the period of performance, or an alternate date as agreed upon by EPA This includes time for EPA to review and comment on the QAPP.

This documentation can be found on the following EPA website – <https://www.epa.gov/quality/epa-qar-5-epa-requirements-quality-assurance-project-plans>

This documentation will be prepared in accordance with the specifications identified above or equivalent

specifications defined by EPA.

The Government will review and return the quality documentation, with comments, and indicating approval or disapproval. If necessary, the contractor shall revise the documentation to address all comments and shall submit the revised documentation to the government for approval.

The contractor shall not commence work involving environmental data generation or use until the Government has approved the quality documentation.

## **I. TASK ORDER ADMINISTRATION DATA**

### **I.1 Contract Administration Representatives**

Contracting Officer: Jessica Wilson, [Wilson.Jessica@epa.gov](mailto:Wilson.Jessica@epa.gov)

Contract Level Contracting Officer's Representative: Cynthia Bowie, [bowie.cynthia@epa.gov](mailto:bowie.cynthia@epa.gov)

### **TASK ORDER CONTRACTING OFFICER REPRESENTATIVE (TOCOR):**

Eric Jackson

U.S. EPA

1201 Constitution Ave., NW, WJC East

Bldg., (MC 7403M)

Washington, DC 20004

Phone: 202-564-8517

e-mail: [jackson.eric@epa.gov](mailto:jackson.eric@epa.gov)

### **ALTERNATE TASK ORDER CONTRACTING OFFICER REPRESENTATIVE (ALT TOCOR):**

Scott Prothero

1201 Constitution Ave., NW, WJC East

Bldg., (MC 7403M)

Washington, DC 20004

Phone: 202-564-8514

e-mail: [prothero.scott@epa.gov](mailto:prothero.scott@epa.gov)

## **J. INVOICING**

Invoices shall be submitted electronically to: US EPA FINANCE OFFICE AT [DDC-KINVOICES@EPA.GOV](mailto:DDC-KINVOICES@EPA.GOV). Copy the CO, Contract COR, Contract Specialist, and TOCOR on the submission.

For format and guidance refer to: [http://www2.epa.gov/financial/contracts#Contract\\_invoices](http://www2.epa.gov/financial/contracts#Contract_invoices)

The customer service contact information for the finance office is [contractpaymentinfo@epa.gov](mailto:contractpaymentinfo@epa.gov) and 919-541-1148.

## **K. TASK ORDER CLAUSES**

### **K.1 FAR 52.217-9 Option to Extend the Term of the Contract (March 2000)**

(a) The Government may extend the term of this contract by written notice to the contractor within 5 calendar days before the expiration of this contract; provided that the Government gives the contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not

commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 24 months.

## **K.2 EPAAR 1552.237-72 Key personnel (April 1984)**

(a) The contractor shall assign to this contract the following key personnel:

### **1. Project Manager/Program Manager**

The contractor shall identify a Project Manager/Program Manager to serve as USEPA's primary point-of-contact and to provide supervision and guidance for all contractor personnel assigned to the task order. The Project Manager is ultimately responsible for the quality and efficiency of the support effort, to include both technical issues and business processes. The Project Manager shall have knowledge in the technical areas described in the SOW. The Project Manager shall assign tasks to contractor personnel, supervise on-going technical efforts, and manage overall task order performance. The Project Manager plans, conducts and supervises projects of major significance, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures. Schedules work to meet completion deadlines. The Project Manager shall possess demonstrated excellent written and oral communications skills.

The Project Manager shall have experience in managing projects of similar size and scope as demonstrated by appropriate combination of education and experience.

### **2. Quality Assurance Manager**

The Quality Assurance (QA) Manager must have experience in exposure assessment with the ability to critically evaluate the type of data described in the SOW. The QA Manager shall have advanced knowledge and the ability to originate and apply new and unique methods and procedures. Provide technical advice and counsel to other professionals with special emphasis on procedures for execution of systematic review. Generally, operates with a wide latitude for non-reviewed actions or decisions. Schedules work to meet completion deadlines. Directs assistance, reviews progress and evaluates results; makes change in methods where necessary.

The QA Manager shall have experience in quality management, implementation of quality management plan, and ensuring quality of projects of similar size and scope as demonstrated by appropriate combination of education and experience.

### **3. Senior Chemical Engineer**

The senior chemical engineer must have demonstrated, successful technical experience in the area of chemical engineering and computer software modeling experience as a user. The chemical engineer should have experience specifically supporting EPA OPPT's assessment of new and existing chemicals.

The experience should include the following: TSCA New Chemicals reviews, TSCA Existing Chemical reviews, tools and methodology support, experience supporting chemical prioritization, tools and methodology development, and data analysis.

## **L. INVOICE PREPARATION INSTRUCTIONS: SF 1035**

The information which a contractor is required to submit in its Standard Form 1035 is set forth as follows:

- (1) U.S. Department, Bureau, or Establishment - insert the name and address of the servicing finance office.
- (2) Voucher Number - insert the voucher number as shown on the Standard Form 1034.
- (3) Schedule Number - leave blank.
- (4) Sheet Number - insert the sheet number if more than one sheet is used in numerical sequence. Use as many sheets as necessary to show the information required.
- (5) Number and Date of Order - insert payee's name and address as in the Standard Form 1034.
- (6) Articles or Services - insert the contract number as in the Standard Form 1034.
- (7) Amount - insert the latest estimated cost, fee (fixed, base, or award, as applicable), total contract value, and amount and type of fee payable (as applicable).
- (8) A summary of claimed current and cumulative costs and fee by major cost element. Include the rate(s) at which indirect costs are claimed and indicate the base of each by identifying the line of costs to which each is applied. The rates invoiced should be as specified in the contract or by a rate agreement negotiated by EPA's Cost Policy and Rate Negotiation Branch.
- (9) The fee shall be determined in accordance with instructions appearing in the contract.

NOTE: Amounts claimed on vouchers must be based on records maintained by the contractor to show by major cost element the amounts claimed for reimbursement for each applicable contract. The records must be maintained based on the contractor's fiscal year and should include reconciliations of any differences between the costs incurred per books and amounts claimed for reimbursement. A memorandum record reconciling the total indirect cost(s) claimed should also be maintained.

## **M. INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS**

### **M.1 EPA-L-15-102 Technical Questions**

Offerors must submit all technical questions concerning this solicitation electronically through Fed Connect. In order to submit questions, offerors must register in Fed Connect at [www.fedconnect.net](http://www.fedconnect.net), see main page for registration instructions. For assistance in registering or for other Fed Connect technical questions please call the Fed Connect Help Desk at (800) 899-6665 or email at [support@fedconnect.net](mailto:support@fedconnect.net). Only those technical questions posted through Fed Connect will be accepted. EPA must receive technical questions no later than **7 calendar days** after the issuance date of this solicitation. EPA will utilize Fed Connect to issue amendments to the solicitation (e.g., to answer technical questions which may affect proposal submittal). EPA will not reference the source of the questions.

### **M.2 Protests**

No protest under FAR 33.1 is authorized, except for (1) a protest on the grounds that the order increases the scope, period, or maximum value of the contract, or (2) protests in excess of \$10 million may only be filed with

the Government Accountability Office (GAO) pursuant to FAR 33.104. Refer to FAR 16.50.5.

### **M.3. EPA-L-36-101 RFTOP Proposal Instructions**

#### **(a) Proposal Instructions**

(1) The offeror's response is to be submitted in two sections. Separate the technical proposal from the price proposal.

Responses are subject to the following requirements and limitations as set forth in this Request For Task Order Proposal (RFTOP):

SECTION	TITLE	PAGE LIMIT
I	Technical Proposal	20 pages
II	Price Proposal	5 pages

#### **(b) Section Specific Instructions**

##### **(1) Technical proposal instructions –**

(1) The technical proposal shall be complete and demonstrate an understanding of the work to be provided and the contractor's ability to perform the work in accordance with PWS. The technical proposal shall address all of the technical evaluation criteria presented in this section.

(2) Each section of the proposal shall be titled.

(3) Subcontractors

Each offeror shall list in a table format the name and addresses of all subcontractors who will perform work or labor or render services to the offeror for compensation in an amount in excess of one percent of the offeror's total price. Each offeror shall show on the table the portion of the work to be done by each subcontractor. This table shall be included with the technical proposal. The table shall include: (a) the name and location of the subcontractor, (b) a short description of the work the subcontractor will be designated to perform or deliver, (c) the portion in percent of the work the subcontractor will be designated to perform or deliver.

#### **Technical Evaluation Factors**

##### **(a) FACTOR: QUALIFICATIONS OF PERSONNEL (Resumes, Staffing Plan)**

For key personnel, the offeror shall submit resumes which include sufficient information to demonstrate the qualifications necessary to successfully perform the requirements of the task order SOW. Resumes should include targeted examples of work similar in nature to this task order that have been performed in similar roles by the key personnel.

The offeror shall submit a Staffing Plan which illustrates its understanding of the requirement, as well as

availability of key and non-key employees to contribute to this requirement. This Staffing Plan shall outline the key and non-key personnel to be assigned to perform this task order. The information shall include present employment status, proportion of time available for this task order, as well as the nature and extent of commitment to other projects. For key personnel, the offeror shall disclose the ability to replace individuals with equally qualified personnel if the key personnel need to be replaced. If personnel are not presently employed by the company, include letters of intent. The offeror shall specifically address the expertise and experience of proposed individuals (both key and non-key personnel) for conducting the tasks identified in the task order SOW.

The offeror shall describe and demonstrate the approach to ensuring that the personnel obtained or hired and retained are qualified with the requisite knowledge, skills and education to successfully execute the task areas set forth in the task order SOW.

### **(b) FACTOR: TECHNICAL APPROACH AND EXPERIENCE**

The offeror shall describe its technical approach, ability, and understanding of each task area in the task order SOW. In addition, the offeror shall provide information to demonstrate its knowledge and experience with regard to understanding of the regulatory requirements relating to the task.

The offeror shall provide a description of the project(s) in which relevant technical experience was obtained. Offeror shall specify the date(s) of performance for this experience and the size (dollar amount) of the contract action.

### **(2) Business Proposal Instructions –**

(a) The business proposal shall include the following specific RFTOP Price Proposal instructions:

For all Tasks in this SOW, offerors shall insert the Hours\* for the Labor Categories, Price, and the total cost for each task.

\*Hours are requested to help determine price reasonableness.

Offers should provide sufficient detail to demonstrate the reasonableness of proposed costs. The burden of proof for credibility of proposed costs/prices rests with the offeror.

(b) Past performance information shall be submitted with the business proposal. Offerors shall submit a list of up to three task orders of similar work completed, or currently in process, within the last 3 years. Include the following information for each task order listed:

- (i) Name of contracting activity.
- (ii) Task Order number
- (iii) Task Order title.
- (iv) Task Order type.
- (v) Brief description of the task order and relevance to this requirement.
- (vi) Total task order value.
- (vii) Period of performance.
- (viii) Contracting Officer, telephone number, and E-mail address (if available).

- (iv) Contracting Officer's Representative, telephone number, and E-mail address (if available).
- (x) Administrative Contracting Officer, if different from (h) above, telephone number, and E-mail address (if available).

## **N. EVALUATION FACTORS FOR AWARD**

### **N.1 Basis for Award**

The task order award will be based on a "best value with tradeoffs" analysis for this task order where technical is significantly more important than price.

### **N.2 Technical Evaluation Factors**

Technical proposals will be evaluated based on the following. Criteria are listed in order of importance.

#### **(a) FACTOR: QUALIFICATIONS OF PERSONNEL (Resumes, Staffing Plan)**

The Government will evaluate the manner and extent to which the proposal demonstrates the offeror's ability to provide personnel with superior qualifications and experience needed to successfully execute the technical requirements of the SOW.

The proposal will be evaluated on the offeror's demonstrated understanding of the number and type of positions required to perform the work, demonstrated understanding of the qualifications and experience necessary for those positions to perform the work, and demonstrated ability to recruit and retain the appropriate personnel. This evaluation criterion will also be evaluated on the soundness, practicality, and feasibility of the offeror's staffing plan for this task order. If applicable, this criterion will also evaluate the offeror's planned approach for organizing and managing the personnel and resources of subcontractors, partners, or other participating organizations.

#### **(b) FACTOR: TECHNICAL APPROACH AND EXPERIENCE**

The Government will evaluate the manner and extent to which the proposal demonstrates an understanding of the work to be performed and demonstrate the appropriate knowledge and ability (availability of appropriate staff, equipment, and resources) to complete the tasks on time. The Government will evaluate the contractor's understanding of typical problems encountered in performing the services required in the SOW and the ability to present practical, efficient solutions for those problems. The Government will evaluate on how well the proposal demonstrates experience of the organization in performing work similar to the requirements of this contract. Consideration will be given to the relevance, recency, and extent of the offeror's experience and capability in providing contract support similar to this requirement.

The Technical Factors above will be evaluated using adjectival rating scale below.

<b>Technical Ratings &amp; Descriptions</b>	
<b>Rating</b>	<b>Description</b>
Purple	Proposal meets requirements and indicates an exceptional approach and

	understanding of the requirements. Strengths far outweigh any weaknesses. Risk of unsuccessful performance is very low.
Blue	Proposal meets requirements and indicates a thorough approach and understanding of the requirements. Proposal contains strengths which outweigh any weaknesses. Risk of unsuccessful performance is low.
	Proposal meets requirements and indicates an adequate approach and understanding of the requirements. Strengths and weaknesses do not outweigh one another or will have little or no impact on contract performance. Risk of unsuccessful performance is no worse than moderate.
	Proposal does not clearly meet requirements and has not demonstrated an adequate approach and understanding of the requirements. The proposal has one or more weaknesses which are not outweighed by strengths. Risk of unsuccessful performance is high.
Red	Proposal does not meet requirements and contains one or more deficiencies. Proposal is unacceptable for purposes of an award

### N.3 Business Proposal

#### (a) FACTOR: PAST PERFORMANCE

The Government will evaluate past performance to the extent that the offeror has satisfied its customers, over the past three (3) years, in performing task orders issued against the base contract as a prime contractor.

Offerors without a record of relevant past performance for the evaluated period, or for whom information on past performance is not available, may not be evaluated favorably or unfavorably on past performance, and shall therefore receive a rating of neutral.

The Government will evaluate the Past Performance Factor using the following ratings. Past Performance information will be used in the trade-off analysis in determining the offeror that represents the best value to the Government.

Performance Confidence Assessment	
Rating	Description
Substantial Confidence	Based on the offeror's recent/relevant performance record, the Government has a high expectation that the offeror will successfully perform the required effort.
Satisfactory Confidence	Based on the offeror's recent/relevant performance record, the Government has a reasonable expectation that the offeror will successfully perform the required effort.
Limited Confidence	Based on the offeror's recent/relevant performance record, the Government has a low expectation that the offeror will successfully perform the required effort.

No Confidence	Based on the offeror's recent/relevant performance record, the Government has no expectation that the offeror will be able to successfully perform the required effort.
Unknown Confidence (Neutral)	No recent/relevant performance record is available or the offeror's performance record is so sparse that no meaningful confidence assessment rating can be reasonably assigned.

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Mod #	Reason For Modification	Status	Date Signed	Obligation	Total Amount
BASE		Released	2/28/2018	\$100,000.00	\$972,091.00
P00001	Funding Only Action	Released	6/22/2018	\$100,000.00	\$0.00
P00002	Funding Only Action	Released	10/4/2018	\$34,469.00	\$0.00
P00003	Funding Only Action	Released	12/21/2018	\$118,500.00	\$118,500.00
P00004	Funding Only Action	Released	2/26/2019	\$241,221.00	\$0.00
P00005	Funding Only Action	Released	10/10/2019	\$90,000.00	\$428,923.00
P00006	Funding Only Action	Released	1/15/2020	(\$87,998.44)	(\$87,998.44)
P00007	Exercise an Option	Released	2/28/2020	\$245,000.00	\$0.00
P00008	Funding Only Action	Released	7/2/2020	\$80,000.00	\$0.00
P00009	Action	Released	10/21/2020	\$0.00	\$0.00
				\$921,191.56	